

Superfund Program Implementation Manual FY 06/07

Appendix D: Federal Facility Response

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Appendix D: Federal Facility Response

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APPENDIX D: FEDERAL FACILITIES PRIORITIES

D.A. FEDERAL FACILITIES PRIORITIES

D.A.1. Overview

To manage the Superfund Federal facilities program, the Federal Facilities Enforcement Office (FFEO) and the Federal Facilities Restoration and Reuse Office (FFRRO) use the Federal Facilities Leadership Council (FFLC) to help identify and resolve issues unique to the management of EPA's Superfund Federal facility response program. The FFLC is comprised of Superfund and/or the Resource Conservation and Recovery Act (RCRA) program and enforcement/counsel representatives from all regions, as well as representatives from the Federal facilities Headquarters (HQ) offices and other HQ offices that handle Federal facility issues.

D.A.2. Superfund Federal Facility Goals and Priorities

a. Strategic Federal Facility Goals

Superfund Federal facility activities have high visibility because of the significant threats posed by military and weapons sites, the impact of military base closings, the resources needed to implement DoD/DOE cleanup efforts at facilities listed on the NPL and other non-NPL facilities, and heightened state, tribal, local governments and other stakeholder interests. Federal facility program goals are based on a number of related factors, including overall Superfund program goals, anticipated resource constraints, Congressional interest, and statutory requirements. Program activities and resources should be planned to achieve the following goals of the Federal facility program's strategic plan:

- ***Sitewide Construction Completions, and ensuring long-term protectiveness*** - Regional efforts should be focused on getting to completion of construction at Federal facilities. In addition, once the remedies are in place, regional effort is focused on ensuring they remain protective.
- ***Expediting Property Transfer and Reuse*** – With revitalization being one of OSWER's highest priorities, property reuse is a GPRA initiative OSWER is currently establishing for the cleanup program. The number of acres EPA has found suitable for transfer or lease are currently being tracked by EPA in CERCLIS. One way of facilitating property reuse occurs when DoD installations are slated for closure or realignment, or have been identified as excess property through other means. At these BRAC installations environmental restoration activities continue with the same cleanup objective as those of active installations -- protect human health and the environment. At the time of closure or realignment, specific BRAC property, and its possible future use, is identified. The closed or realigned property will eventually be transferred to another Service Component, federal agency or a non-federal entity, such as a state or local government or private entity. Along with achieving cleanup objectives, BRAC installations focus on efficient property transfer, providing beneficial and protective reuse of the property by the local community. Property reuse also occurs at non-BRAC Federal facilities (via leases, transfers, etc.).
- ***Environmental Indicators*** - There are two environmental indicators (EI) currently reported under the GPRA framework for the Superfund program: Human Exposures Under Control and Contaminated Groundwater Migration Under Control. These two measures provide current site information regarding risk reduction at sites where cleanup is ongoing and not yet completed. EI data is being used to convey to those who monitor the Superfund program the progress achieved at sites where construction has not been completed.
- ***Sitewide Ready for Reuse*** – This measure was designed to assist EPA managers and staff in fulfilling the Agency's GPRA responsibilities for documenting and reporting Superfund accomplishments in making NPL

sites ready for reuse. It provides information for identifying, documenting and reporting construction complete Superfund NPL sites where the entire land portion of the site is being used, or has been made ready for use in the future, in a protective fashion. The introduction of this measure also reflects the high priority EPA places on land revitalization as an integral part of the Agency's cleanup mission for the Superfund program, as well as the priority EPA is now placing on post-construction activities at NPL sites.

- ***Involving Citizens Local Governments, and Tribes in Environmental Decision Making*** - The publication of the Final Report of the Federal Facilities Environmental Restoration Dialogue Committee (FFERDC) in April 1996 was a watershed event for public involvement in Federal facility cleanups. As a result of the Report, federal agencies have established Restoration Advisory Boards (RABs) at DoD installations and Site Specific Advisory Boards (SSABs) at DOE facilities. Other federal agencies are also starting to form advisory boards. Regional staff and management are expected to be especially sensitive to the requests at NPL facilities and at the BRAC facilities. Because of resource constraints, EPA regional participation and support for non-NPL facilities is expected to be minimal. In addition, because many of the communities surrounding the Federal facilities are communities of color, low-income, and historically have been politically and economically disenfranchised, regions should give close scrutiny to environmental justice issues at the NPL Federal facilities. Regions need to work closely with state agencies and their federal counterparts to ensure that the President's Executive Order on Environmental Justice is successfully carried out (E.O. 12898).
- ***Enforcing the Laws*** - The public needs to know that it will be protected from environmental hazards through vigorous enforcement by the EPA and the States for violations of environmental laws and situations that put people and natural resources at risk. EPA intends to use its enforcement authorities not only to compel compliance, but also to promote long-term policy objectives such as greater citizen involvement, pollution prevention, technology development, and natural resource management.
- ***Environmental Management Systems and Pollution Reduction Targets*** - Executive Order 13148, Greening the Government Through Leadership in Environmental Management, established a framework for integrating environmental considerations into each federal agency's mission through a variety of directives and goals, including the implementation of environmental management systems, reductions in releases of toxic chemicals, and elimination of procurement of ozone depleting substances. The E.O. requires that an EMS be implemented at each appropriate Federal facility by the end of 2005, based on a facility's size, complexity, and environmental aspects. Additionally, the E.O. requires federal agencies to have a program in place to periodically audit facilities' compliance with environmental regulations. Findings from those audits are to be included in the budget and planning activities of the agency to ensure that non-compliance is adequately addressed.

Executive Order 13148 also call for further improvement in the Toxics Release Inventory (TRI) reduction success achieved under a previous E.O. The E.O. requires a 40% reduction in reported federal releases by December 31, 2006, from a baseline year of 2001. Similarly, the E.O. reflects ongoing efforts to identify substitute chemicals or processes to reduce environmental damage, risk and liability. The language in the E.O. calls for development of a list of priority chemicals used by the Federal Government that may result in significant harm to human health or the environment and that have known, readily available, less harmful substitutes for identified applications and purposes. Agencies are directed to reduce the use of those priority chemicals.

Regions should continue to strive to place these priorities and project milestones in enforceable Federal Facility Agreements (FFAs)/Interagency Agreements (IAGs) at NPL sites. FFAs/IAGs should be viewed as living, dynamic documents reflecting not only the best judgments by all parties of cleanup priorities and milestones at the time of agreement, but also the changing circumstances of environmental cleanup.

D.A.3. EPA's Federal Facility Superfund Cleanup Principles

Consideration of Human Health and Environmental Risk and Other Factors in Federal Facility Environmental Cleanup Decision Making: Protection of Human Health and the Environment and meeting state applicable or relevant and appropriate requirements (ARARs) are threshold criteria at all Superfund sites, including Federal facilities. Addressing the greatest risk sites will generally be a driving factor, but not the only factor in determining environmental cleanup priorities and milestones. In setting priorities and milestones, regions should consider:

- ***Human Health and Environmental Risk:*** Risk assessments and other analytical tools used to evaluate risks to human health (including non-cancer as well as cancer health effects) and the environment all have scientific limitations and require assumptions in their development. As decision-aiding tools, risk assessments should only be used in a manner that recognizes those limitations and assumptions. In addition to criteria established by statute, regulation or guidance, as noted below there are other factors that affect whether and to what extent cleanups are to occur.
- ***Emerging pollutants, contaminants and hazardous substances of concern:*** As analytical detection methods improve and health risk data are better defined, EPA and the federal community are detecting chemicals, like perchlorate and TCE, at lower levels of concern and at a greater number of sites. Thus, we may need to expand the scope of investigations and cleanup actions, and take other actions to adequately address these chemicals.
- ***Other Factors:*** In addition to human health and environmental risk, other factors that warrant consideration in setting environmental cleanup priorities and milestones include but are not limited to:
 - cultural, social, and economic factors, including environmental justice considerations
 - short-term and long-term ecological effects and environmental impacts in general, including damage to natural resources and lost use
 - making land available for other uses
 - acceptability of the action to regulators, tribes, and public stakeholders
 - statutory requirements and legal agreements
 - life cycle costs
 - permanence and reliability of remedy
 - pragmatic considerations, such as the ability to execute cleanup projects in a given year, and the feasibility of carrying out the activity in relation to other activities at the facility
 - overall cost and effectiveness of a proposed activity
- ***Collaboration:*** The Federal Facilities Response program will continue to work in a collaborative fashion with other federal agencies, other regulators, tribal governments, local governments and communities. In many situations, EPA's statutory responsibilities will place the Agency in a leadership role that requires convening the relevant parties and facilitating interaction. In other situations, EPA will simply act as one of the many interested parties in a collaborative problem-solving effort convened by another federal agency, tribe, state, local government or a private entity. However, it is important to recall that collaboration cannot replace the core functions of a regulatory agency nor compromise EPA decision-making and enforcement responsibilities.

Typically, EPA looks to all affected stakeholders for ideas and innovative solutions and, where appropriate, incorporates stakeholder recommendations into policy and practice.

Innovation: Federal facilities should continue to serve as a test bed for new cleanup technologies and new cleanup processes. We should continue efforts, working with others, to promote more effective and efficient cleanups that support redevelopment and reuse of contaminated properties, especially those that support the mission of the

responsible agency. Efforts to improve and streamline the cleanup process should continue to focus on reducing paperwork and developing more collaborative relationships among all parties.

Consistency of Treatment between Federal Facilities and Private Sites: Federal facilities, especially NPL sites, are generally large and complex sites. CERCLA requires that Federal facilities be treated the same as other entities

Environmental Justice: As Federal facilities affect many diverse communities and communities of low income, the Federal Government has an obligation to make special efforts to reduce the adverse affects of environmental contamination related to Federal facility activities on affected communities that have historically lacked economic and political power, adequate health services, and other resources. This needs to continue to be a focus for the Program.

Stakeholder Involvement: Despite a very impressive record of success, involvement by the public continues to be an area where improvements can be made. Federal facility cleanup decisions and priorities should reflect a broad spectrum of stakeholder input from affected communities including indigenous peoples, low-income communities, and minority groups. Stakeholder involvement has, in many instances, resulted in significant cleanup cost reductions. It should therefore not only be considered as a cost of doing business but as a potential means of efficiently determining and achieving acceptable cleanup goals.

The Role of Negotiated Cleanup Agreements: Enforceable cleanup agreements play a critical role both in overseeing priorities at a site and providing a means to define and balance the respected interdependent roles and responsibilities in Federal facilities cleanup decision making. EPA must continue to hold federal agencies accountable for meeting the terms of these agreements to ensure timely and protective cleanup.

The Critical Role of Future Land Use or Activity Determinations: Reasonably anticipated future land uses should be considered when making cleanup and reuse decisions for Federal facilities. The communities that are affected by Federal facility cleanups, along with their state and local governing bodies and affected Tribes, should be given a significant role in determining reasonably anticipated future use of federal property that is expected to be transferred, and in how future use determinations will be used in making cleanup decisions.

The Importance of Characterizing Sites Correctly: The identification and characterization of contamination and the evaluation of health impacts on human populations and ecological effects are essential parts of the cleanup process. If a quality characterization is done, money and time can be saved during the response phase. Characterization must also include proper quality assurance/quality control processes to ensure that data are used to make decisions of known and reliable quality.

D.A.4. RCRA Activities at Federal Facility NPL Sites

EPA has long recognized that because many Federal facility CERCLA sites are also active facilities, RCRA requirements may also apply to certain work management and site cleanup activities. Consistent with the Federal facility RCRA/CERCLA coordination policy developed under the One Cleanup Program, regions should strive to eliminate RCRA/CERCLA duplications wherever appropriate. To get a better overall picture of a facility's cleanup activity, FFRRO has integrated into the Government Performance and Results Act (GPRA) and program measures several RCRA activities that are generally analogous with CERCLA activities. They include: RCRA Facility Investigation (RFI); Corrective Measures Study (CMS); Corrective Measure Design (CMD); Interim/Stabilization Measure (ISM); and Corrective Measure Implementation (CMI), Human Exposures Under Control and Migration of Contaminated Groundwater Under Control. FFEO has already accomplished a similar exercise through the Federal Facility Tracking System.

D.A.5. BRAC Budget and Financial Guidance

a. Resources and Tracking Mechanisms

The primary mission of the BRAC program is to ensure that the hazardous waste sites owned or operated by the military service are addressed and cleaned up as quickly as possible and made available to support the reuse of properties. Regional efforts should be focused on achieving completion of cleanup construction activities and ensuring property is suitable for transfer and/or lease at BRAC.

BRAC I - IV

Under the Base Realignment and Closure Acts (BRAC) more than 800 military installations were scheduled for closure or realignment in 1988 (BRAC I), 1991 (BRAC II), 1993 (BRAC III), 1995 (BRAC IV) and 2005 (BRAC V). Of the installations closed or realigned in the first four rounds of BRAC, 107 are covered through an MOU between EPA and DoD, and of this total 35 BRAC I-IV sites are on the NPL.

The Agency continues to assist DoD in assessing these properties and finding them suitable for transfer and/or lease, accelerating cleanup actions wherever possible, and ensuring that remedies selected reflect the views of the affected communities surrounding the sites and the proposed future reuse. HQ and Regional managers must work with DoD, tribal, state, local governments, and private interests to expedite cleanup and support property transfer, reuse and economic development.

Program management guidance is included in [the April 2006 Interim Guidance for EPA's BRAC Program which supersedes the 1996 BRAC Fast Track guidance](#). The majority of EPA's BRAC resources are directed to the regions for technical, regulatory and property transfer oversight at BRAC installations. EPA BRAC resources received from DoD are to be used and allocated according to the Base Realignment and Closure Memorandum of Understanding (MOU) between EPA and DoD signed in October 2005 (http://www.epa.gov/fedfac/pdf/brac_mou.pdf). EPA uses Base Closure funding for EPA personnel to participate on BRAC Base Cleanup Teams (BCT) as either the EPA designated team member or as technical experts. EPA Regional Federal facility programs, in conjunction with the Office of Regional Counsel, Regional National Environmental Policy Act (NEPA) teams, State environmental regulatory agencies, and DoD, have formed a BCT for each of the BRAC installations. Regions are allocated FTE and dollars (including travel, administrative contracts, and working capital funds) based on negotiations between EPA and DoD. Resource negotiations are reevaluated annually and all unfunded reimbursable FTEs are returned to a Headquarters reserve. A ceiling is applied to the Program's reimbursable FTEs designated for the BRAC program, and to avoid exceeding the ceiling, additional FTE needs must be approved by HQs.

HQ receives quarterly program activity reports from the regional offices on the progress of work at all BRAC installations. These reports are generated by the EPA Regional BRAC Cleanup Team personnel and provide HQ and DoD with pertinent program information related to cleanup and reuse. FFRRO and the Cincinnati Finance Office use IFMS, Business Objects and Financial Data Warehouse for monitoring BRAC resources. The Cincinnati Finance Office provides quarterly BRAC billing statements (by installation and funds received, expended and remaining balance) to DoD.

BRAC V

A fifth round of BRAC took place in 2005 that will affect more than 800 installations and DoD facilities. Of those, 72 are installations that are also listed on the Superfund National Priorities List (NPL). EPA's oversight role at these NPL installations will continue regardless of the BRAC action to be taken at the facility. At the time of this guidance, EPA has been informed by DoD that BRAC V installations will not be addressed in the same manner as BRAC I – IV installations (i.e., the BRAC Fast Track Cleanup Program). [Guidance on EPA's role at BRAC I-IV and BRAC V installations is available at http://www.epa.gov/fedfac/pdf/interim_brac_guidance.pdf](http://www.epa.gov/fedfac/pdf/interim_brac_guidance.pdf)

b. Accountability for Resources

BRAC reimbursable work years and funding **must be used** only for EPA related Base Closure activities. Military Base Closure activities are activities related to cleanup of specific installations identified by the Office of Solid Waste and Emergency Response (OSWER) (in consultation with DoD). These activities include: accelerating the identification of clean parcels under the Community Environmental Response Facilitation Act (CERFA); developing BRAC Cleanup Plans (BCP); promoting community involvement in cleanup decision-making; preparing and reviewing site documents [e.g., BCP, Environmental Baseline Survey (EBS), RI/FS, RODs, RD, and RAs] and RCRA documents (e.g., RFI Starts, CMD Starts, and ISM Starts and Completions); studying and sampling field data; National Environmental Protection Act (NEPA) review and analysis; assisting DoD or States with BRAC site issues; and activities supporting EPA personnel participation in the BRAC program. These activities are outlined in the Memorandum of Understanding between EPA and DoD dated February 3, 1994, and subsequent memorandums and guidance related to EPA BRAC resources.

As the signatory and executing agent for the reimbursable agreement with DoD, the Assistant Administrator for OSWER (AA OSWER) will rely on Regional Administrators and, as the primary focus of the EPA BRAC resources, the Regional RCRA/Superfund National Program Managers to ensure reimbursable costs are accurate and appropriate. Each region has identified an individual in the appropriate division that is responsible for coordinating the Regional BRAC program and resources, and acts as a day-to-day liaison with OSWER and DoD. FFRRO, within OSWER, provides the AA OSWER with programmatic and financial reviews of regions. Reprogramming of funds submitted to the OC require notification of FFRRO for their approval.

HQ and regional personnel utilizing BRAC resources should receive authorization from their appropriate regional senior managers and use the established BRAC budget program. The EPA Remedial Project Manager (RPM) and the support team are empowered to make decisions locally to the maximum extent possible. EPA has delegated certain authorities to the Regional Administrators (e.g., CERFA and CDR concurrence), who have in turn redelegated the authorities to lower levels within their organizations. Regional personnel should be familiar with their internal delegation of authorities. Should the need arise, the RPM and support team will have the ability to raise issues immediately to senior EPA officials for resolution.

D.A.6. Federal Agency Hazardous Waste Compliance Docket

Section 120(c) of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) requires EPA to establish a Federal Agency Hazardous Waste Compliance Docket (Docket) which contains information reported to EPA by Federal facilities that manage hazardous waste or from which hazardous substances have been or may be released. The Docket is used to identify Federal facilities that should be evaluated to determine if they pose a threat to public health and the environment and to provide a mechanism to make this information available to the public. The Docket is developed from information submitted by the Federal facility under the following authorities:

- Section 103 of CERCLA requires owners or operators of vessels or facilities to notify the National Response Center of a release of a reportable quantity of a hazardous substance (notification of a release or potential release);
- Section 3005 of the Resource Conservation and Recovery Act (RCRA) provides EPA authority to establish a permitting system for hazardous waste treatment, storage, and disposal (TSD) facilities, which in turn requires the submission of certain information as part of the permit application (interim status/permitting authority). The hazardous waste permitting program is generally implemented by authorized states;
- Section 3010 of RCRA requires hazardous waste generators, transporters, and TSD facility owners/operators to notify EPA of their hazardous waste activities (notification of hazardous waste activity);
- Section 3016 of RCRA requires Federal facilities to submit an inventory of hazardous waste sites they own or operate, or have owned and operated in the past (biennial inventory of hazardous waste activities).

Once listed on the Docket, each Federal facility should conduct a PA and submit it to EPA for review within a reasonable time frame. EPA should take steps to assure that a PA is completed for facilities on the Federal facilities Docket where the Federal agencies are delegated the authority to conduct a PA and/or an SI (when appropriate).

Federal facilities that conduct a PA may satisfy some or all of the PA reporting requirements through work conducted pursuant to the RCRA corrective action program or state cleanup programs. For example, a facility at which a RCRA Facility Assessment (RFA) has been conducted may base its PA on the RFA report. When work conducted under such non-CERCLA authorities is the basis for satisfying PA requirements, the facility should demonstrate that all information required for the CERCLA PA is provided. In some instances, it may be appropriate to provide supplemental information to insure that all hazardous substances, pollutants, or contaminants at the facility are addressed. For additional information see the Federal Facilities Remedial Preliminary Assessment and the Federal Facilities Remedial Site Investigation Summary Guides, 2005.

[For more information on the Docket, please visit <http://www.epa.gov/fedfac/documents/docket.htm>](http://www.epa.gov/fedfac/documents/docket.htm)

D.A.7 Stakeholder Involvement

By Executive Order, Federal facilities have lead responsibilities for cleanup activities, however they must follow CERCLA. This means that they are responsible for implementing the full suite of community involvement activities that Superfund performs for private sites. Federal facilities are required to staff this function with personnel who are knowledgeable about all aspects of public participation and who are authorized to encourage and support the public in becoming involved in the cleanup decision-making process through early and meaningful community involvement activities. In its regulatory role, Superfund provides oversight of this activity, principally through its Community Involvement Coordinators (CIC). In the absence of an assigned CIC, the Superfund Remedial Project Manager is responsible to ensure early and meaningful public participation through all cleanup stages. In particular, Superfund staff will ensure that public participation documents, like the Proposed Plan, are of the highest quality in terms of clarity, completeness, ease of use and plain language. For DoD sites, Superfund staff will participate in Restoration Advisory Boards (RAB), offer Technical Assistance Grants at least yearly, remind the DoD facility to offer their Technical Assistance for Public Participation (TAPP) program to RAB members, assure that the facility updates its mailing list and provides frequent community update fact sheets, and approximately every two years, review the Community Involvement

Plan (CIP) to determine the need for an update. For Department of Energy sites, the above applies, except that the stakeholder fora are called Site-specific Advisory Boards (SSAB).

D.B. FEDERAL FACILITIES FY 06/07 TARGETS AND MEASURES

D.B. 1. Overview of FY 06/07 Federal Facilities Targets and Measures

The Superfund Comprehensive Accomplishments Plan (SCAP) is used by the Superfund National Program, the managers, the AA OSWER, OECA, and others to monitor the progress each region and the overall program is making towards achieving the Government Performance and Results Act (GPRA) targets and annual performance goals. In addition, SCAP will continue to be used as an internal management tool to project and track activities that contribute to these GPRA goals and support resource allocation.

To more clearly reflect the relationship between GPRA and the SCAP process, GPRA annual performance goals and measures and program targets and measures are defined as follows:

- ***GPRA Annual Performance Goals (APG) and GPRA Annual Performance Measures (APM)*** - The Agency's Annual Plan describes the specific annual performance goals, annual performance measures, and activities aimed at achieving the performance goals at NPL sites that will be carried out during the year. APGs are the specific activities that the Agency plans to conduct during the fiscal year in an effort towards achieving its long-term strategic goals and objectives identified in the EPA Strategic Plan. APMs are used by managers to determine how well a program or activity is doing in achieving milestones that have been set for the year. The annual performance goals will inform Congress and Agency stakeholders of the expected level of achievement for the significant activities covered by the GPRA objective. The goals are a subset of the overall planning and budgeting information that has traditionally been tracked by the Superfund program offices.
- ***Program Targets and Measures*** are activities deemed essential to tracking overall program progress. Program targets are used to identify and track the number of actions that each region is expected to perform during the year and to evaluate program progress. Program measures are used to show progress made in achieving program priorities.

OSWER's Federal Facilities Restoration and Reuse Office has completed OMB's Program Assessment Rating Tool (PART) to be included in the Fiscal Year 2007 Presidential budget submission. A result of the PART exercise was the program establishing national out-year targets through FY [2008](#) for its annual efficiency measure which will track the amount of program dollars spent annually by the program per each operable unit completing planned remedial activities. The program (regions and HQ) will set national goals annually for Program Targets based on historical performance and performance expectations within a limited budget for the fiscal year, and track accomplishments in the activities contributing to those goals. Regions should continue to plan and report accomplishments in [CERCLIS](#) as has been done traditionally. As part of the exercise, FFRRO was required to develop an efficiency measure which was approved by OMB.

- The PART was developed by OMB to assess and improve program performance so that the Federal Government can achieve better results. The PART is designed to identify a program's strengths and weaknesses to inform funding and management decisions aimed at making the program more effective. OMB has stated that its goal is to have all federal programs PARTed once every five years.
- The PART is a worksheet containing 25 questions, divided into 4 sections: Program Purpose & Design, Strategic Planning, Program Management, and Program Results/Accountability. Each question is weighted and answers receive a numerical score, which is totaled into an overall program score and given a rating. Potential ratings are Effective (score of 85-100) to Moderately Effective (70-84), Adequate (50-69), Ineffective (0-49), or Results Not Demonstrated, which is usually given when a program does not have OMB-approved measures in place.

- OMB approved the following measures for the Federal facilities program PART:
 - Human Exposures Under Control
 - Contaminated Groundwater Migration Under Control.
 - Final Remedy Selection
 - Site Construction Completion
 - Annual program resources per OU completing cleanup activities
- The program has two follow-up actions to take as a result of the PART.
 1. Complete an evaluation on an aspect of the program by September 30, 2006.
 2. Work with other federal agencies to achieve the program's two outcome-oriented environmental indicators, human exposures under control and contaminated groundwater migration under control.

Superfund Federal facilities Response Program's PART Assessment:
<http://www.whitehouse.gov/omb/expectmore/summary.10004372.2005.html>

The following pages contain, in pipeline order, the definitions of the FY 06/07 Federal facilities targets and measures. Exhibit D.1 displays the full list of Federal facilities activities that are defined in the remainder of the Appendix, and identifies the FY 06/07 targets and measures. Exhibit D.3, at the end of this Appendix, describes the planning requirements for Federal facilities activities.

a. Reporting of Non-NPL Federal Facilities Data

Regions are responsible for entering data into [CERCLIS](#) for **Non-NPL** Federal facility sites, especially the BRAC Sites where regions are involved. This data includes, where appropriate, FUDS, PA, SI, removals, decision documents, acres transferred, etc.

EXHIBIT D.1. (1 of 3)
FEDERAL FACILITIES NPL SITES

ACTIVITY	GPRA		PROGRAM		PART
	APG	APM	Target	Measure	Target
Federal Facility Agreement (FFA)/Interagency Agreement (IAG)				✓	
Federal Facility Dispute Resolution				✓	
Use of Supplemental Environmental Projects (SEPs)				✓	
RI/FS or RCRA Facility Investigation (RFI) Starts				✓	
Decision Documents			✓		
Final Remedy Selected			✓		✓
ROD Amendment <u>(count as Decision Document)</u>			✓		
Explanation of Significant Difference (ESD) <u>(count as Decision Document)</u>			✓		
Remedial Design or RCRA Corrective Measure Design (CMD) Starts				✓	
Remedial Design or RCRA Corrective Measure Design (CMD) Completion				✓	
RA or Corrective Measure Implementation (CMI) Starts				✓	
RA or Corrective Measure Implementation (CMI) Completion			✓		
Removal or RCRA Interim/Stabilization Measure (ISM) Starts				✓	
Removal or RCRA Interim/Stabilization Measure (ISM) Completions		✓			
Environmental Indicator Groundwater	✓				✓
Environmental Indicator Human Exposure	✓				✓
Operation and Maintenance (O&M) Starts				✓	
OUs Construction Completion				✓	✓
NPL Construction Completions	✓				✓
<u>Sitewide Ready for Reuse</u>		✓			
Federal Facility Partial NPL Deletion				✓	
Federal Facility Final NPL Deletion				✓	
Federal Facility Five-Year Reviews			✓		
Active Restoration Advisory Boards (RABs)/Site-Specific Advisory Boards (SSABs)				✓	
Technical Assistance Grants (TAGs)				✓	
Acres Made Available for Reuse		✓			

NOTE: Accomplishment data is pulled from [CERCLIS](#) on a monthly basis.

EXHIBIT D.1. (2 of 3)
FEDERAL FACILITIES BRAC SITES

ACTIVITY	GPRA		PROGRAM	
	APG	APM	Target	Measure
Federal Facility Agreement (FFA)/Interagency Agreement (IAG)				✓
Federal Facility Dispute Resolution				✓
Use of Supplemental Environmental Projects (SEPs)				✓
RI/FS or RCRA Facility Investigation (RFI) Starts				✓
Decision Documents				✓
Final Remedy Selected				✓
ROD Amendment				✓
Explanation of Significant Difference (ESD)				✓
Remedial Design or RCRA Corrective Measure Design (CMD) Starts				✓
Remedial Design or RCRA Corrective Measure Design (CMD) Completion				✓
RA or Corrective Measure Implementation (CMI) Starts				✓
RA or Corrective Measure Implementation (CMI) Completion				✓
Removal or RCRA Interim/Stabilization Measure (ISM) Starts				✓
Removal or RCRA Interim/Stabilization Measure (ISM) Completions				✓
BRAC Construction Completions				✓
Operation and Maintenance (O&M) Starts				✓
Federal Facility Five-Year Reviews				✓
Active Restoration Advisory Boards (RABs)				✓
Technical Assistance Grants (TAGs)				✓
Acres Made Available for Reuse				✓
Operating Properly and Successfully				✓

EXHIBIT D.1. (3 of 3)
FEDERAL FACILITIES NON-NPL SITES

ACTIVITY	GPRA		PROGRAM	
	APG	APM	Target	Measure
Federal Facility Agreement (FFA)/Interagency Agreement (IAG)				✓
RI/FS or RCRA Facility Investigation (RFI) Starts				✓
Decision Documents				✓
ROD Amendment				✓
Explanation of Significant Difference (ESD)				✓
Remedial Design or RCRA Corrective Measure Design (CMD) Starts				✓
Remedial Design or RCRA Corrective Measure Design (CMD) Completion				✓
RA or Corrective Measure Implementation (CMI) Starts				✓
RA or Corrective Measure Implementation (CMI) Completion				✓
Removal or RCRA Interim/Stabilization Measure (ISM) Starts				✓
Removal or RCRA Interim/Stabilization Measure (ISM) Completions				✓
Operation and Maintenance (O&M) Starts				✓
Active Restoration Advisory Boards (RABs)/Site-Specific Advisory Boards (SSABs)				✓
Technical Assistance Grants (TAGs)				✓
Acres Made Available for Reuse				✓

NOTE: Definitions apply to all site categories.

D.B.2. Federal Facilities Site Discovery/Site Assessment Definitions

a. Site Discovery

Definition:

Site discovery is the process by which a potential hazardous waste site is entered into the CERCLIS inventory for NPL assessment activities. The process typically starts when the facility has been listed on the Federal Agency Hazardous Waste Compliance Docket. NOTE: There may be instances when a facility included in the docket may not be listed in the CERCLIS database.

All sites moving through the NPL assessment process must have a Discovery action and actual completion date documented in CERCLIS. Entry of the site discovery date initiates the NPL assessment process and places the site on the FF Preliminary Assessment Review backlog.

Definition of Accomplishment:

After the region determines the Federal facility is a valid CERCLA site, the site discovery date for Federal facilities is the date the site is formally added to the Federal Agency Hazardous Waste Compliance Docket. The Site Name and Discovery Date must be entered into CERCLIS for sites. Valid leads for site discovery actions include: "Fund-Financed (F)"; "EPA-In House (EP)"; "State (S)", "Tribal (TR)"; and "Federal Facility (FF)."

Changes in Definition FY 04/05 - FY 06/07:

None.

Special Planning/Reporting Requirements:

Actual start and planning dates are not required for the Discovery action. The Discovery date is entered through the Add Site screen. The Discovery date will automatically populate the actual completion date for the Discovery action. Regions are now required to enter information on site type at the time of discovery on the Add Site or Site Discovery/Initiation screen. Multiple discovery actions are not allowed. Site discovery is a program measure.

Note: There is a separate field in CERCLIS which records site initiation dates for removal-only sites. Sites that are subject only to removal interest generally do not require a discovery date. An exception is where a large scale removal action has been completed and the region seeks credit for a non-NPL site completion. Non-NPL site completions require site assessment review indicating the site has no further remedial actions planned. The discovery date for sites referred from removal to assessment should be the date the referral decision is made.

Regions are responsible for maintaining the accuracy of the non-NPL status for every non-NPL site in the CERCLIS inventory. As new actions and new dates are entered into CERCLIS, the system will ask the user to confirm or change this value as appropriate.

b. Federal Facility Preliminary Assessment ReviewsDefinition:

Federal Facility Preliminary Assessment (PA) Review is a quality assurance review of a PA or PA-equivalent report submitted by another federal agency. EPA's role at Federal facilities is to review PA reports developed and submitted by the Federal agencies responsible for a given Federal facility. EPA may also approve the review done by a state in lieu of its review. Upon reviewing the PA or PA-equivalent report for accuracy, completeness, and working with the other federal agency to address any deficiencies, EPA then determines what next steps are appropriate with respect to additional response action.

Backlogs: The Federal Facility PA Review backlog consists of Federal facility sites with a Non-NPL Status of "FF-PA review needed" or "FF-PA review ongoing."

Definition of Accomplishment:

Federal Facility PA Review Starts - A Federal Facility PA Review (Action Name = Federal Facility Preliminary Assessment Review) is started when the EPA starts an in-house review of the Federal facility PA or PA-equivalent report, and CERCLIS contains the actual PA start date (Actual Start) and a valid action lead of "Fund-Financed (F)" or "EPA-In House (EP)".

Federal Facility PA Review Completions - A Federal Facility PA Review (Action Name = Federal Facility Preliminary Assessment Review) is completed when:

- The appropriate Regional official signs a letter, form, or memo approving the PA report. The Federal Facility Preliminary Assessment Review actual completion date is the date the Federal facility PA report is approved;
- CERCLIS contains the actual Federal Facility Preliminary Assessment Review completion date (Actual Complete) a lead and a "decision" on whether further activities are necessary in the Qualifier field; and
- The decision is documented by completing the Site Decision Form 9100-3 in CERCLIS or an equivalent document. The decision document must be printed, signed by the appropriate Regional official, and placed in the file.

A valid decision must be recorded in [CERCLIS](#) upon completion of a Federal facility PA Review. Please refer to Exhibit A.2 in section A.A.5 for a list of valid qualifiers for this action and a description of each qualifier.

Changes in Definition FY 04/05 - FY 06/07:

None.

Special Planning/Reporting Requirements:

Regions should attempt to complete PA reviews at Federal facility sites listed in the CERCLIS inventory within a reasonable schedule upon receipt of a sufficient PA. PA review starts and completions are reported site-specifically in [CERCLIS](#). Federal Facility Preliminary Assessment Review starts and completions are program measures.

If the Federal facility PA report does not provide sufficient information to complete the PA, the report should be referred back to the Federal facility (SubAction Name = Referred back to Fed Fac). The date the report is referred back to the Federal facility is entered into [CERCLIS](#) as the actual completion date (Actual Complete) of the SubAction, 'Referred back to Fed Fac'. The actual completion date and qualifier for the Federal Facility Preliminary Assessment Review should not be entered until all the report deficiencies have been addressed.

Regions are responsible for maintaining the accuracy of the non-NPL status for every non-NPL site in the CERCLIS inventory. As new actions and new dates are entered into [CERCLIS](#), the system will ask the user to confirm or change this value as appropriate.

c. Federal Facility SI Reviews

Definition:

Federal Facility Site Inspection Review is a quality assurance review of an SI or SI-equivalent report submitted by another federal agency. EPA's role at Federal facilities is to review SI reports developed and submitted by the federal agencies responsible for a given Federal facility response. Upon reviewing the SI or SI-equivalent report for accuracy, completeness, and working with the other federal agency to address any deficiencies, EPA then determines what next steps are appropriate.

Backlogs: The Federal Facility SI Review backlog consists of sites with a Non-NPL Status of "FF-SI review needed" or "FF-SI review ongoing."

Definition of Accomplishment:

Federal Facility SI Review Starts - A Federal Facility SI Review (Action Name = Federal Facility Site Inspection Review) is started when the EPA starts an in-house review of the Federal facility SI or SI-equivalent, and [CERCLIS](#) contains the actual SI start date (Actual Start) and a valid action lead of "Fund-Financed (F)" or "EPA-In House (EP)".

Federal Facility SI Review Completions - A Federal Facility SI Review (Action Name = Federal Facility Site Inspection Review) is completed when:

- The appropriate Regional official signs a letter, form, or memo approving the SI report. The Federal Facility Site Inspection Review actual completion date is the date the Federal facility SI report is approved;
- [CERCLIS](#) contains the actual Federal Facility Site Inspection Review completion date (Actual Complete) a lead and a "decision" on whether further activities are necessary in the Qualifier field; and
- The decision is documented by completing the Site Decision Form 9100-3 in [CERCLIS](#) or an equivalent document. The decision document must be printed, signed by the appropriate Regional official, and placed in the file.

A valid decision must be recorded in [CERCLIS](#) upon completion of a Federal facility SI Review. Please refer to Exhibit A.2 in section A.A.5 for a list of valid qualifiers for this action and a description of each qualifier.

Changes in Definition FY 04/05 - FY 06/07:

None.

Special Planning/Reporting Requirements:

Regions should attempt to complete SI reviews at Federal facility sites listed in the CERCLIS inventory within a reasonable schedule upon receipt of a sufficient SI. SI review starts and completions are reported site-specifically in [CERCLIS](#). Federal Facility Site Inspection Review starts and completions are program measures.

If the Federal facility SI report does not provide sufficient information to complete the SI, the report should be referred back to the Federal facility (SubAction Name = Referred back to Fed Fac). The date the report is referred back to the Federal facility is entered into [CERCLIS](#) as the actual completion date (Actual Complete) of the SubAction, 'Referred back to Fed Fac'. The actual completion date and qualifier for the Federal Facility Site Inspection Review should not be entered until all the report deficiencies have been addressed.

Regions are responsible for maintaining the accuracy of the non-NPL status for every non-NPL site in the CERCLIS inventory. As new actions and new dates are entered into [CERCLIS](#), the system will ask the user to confirm or change this value as appropriate.

d. Federal Facility ESI Reviews

Definition:

Federal Facility Expanded Site Inspection Review is a quality assurance review of a ESI or ESI-equivalent report submitted by another federal agency. EPA's role at Federal facilities is to review ESI reports developed and submitted by the federal agencies responsible for a given Federal facility. Upon reviewing the ESI or ESI-equivalent report for completeness, and working with the other federal agency to address any deficiencies, EPA then determines what next steps are appropriate with respect to NPL listing.

Backlogs

The Federal Facility ESI Review backlog consists of sites with a Non-NPL Status of "FF-ESI review needed" or "FF-ESI review ongoing."

Definition of Accomplishment:

Federal Facility ESI Review Starts - A Federal Facility ESI Review (Action Name = Federal Facility ESI Review) is started when the EPA starts an in-house review of the Federal facility ESI or ESI-equivalent, and [CERCLIS](#) contains the actual ESI start date (Actual Start) and a valid action lead of "Fund-Financed (F)" or "EPA-In House (EP)".

Federal Facility ESI Review Completions - A Federal Facility ESI Review (Action Name = Federal Facility ESI Review) is completed when:

- The appropriate Regional official signs a letter, form, or memo approving the ESI report. The Federal Facility Expanded Site Inspection Review actual completion date is the date the Federal facility ESI report is approved;
- [CERCLIS](#) contains the actual Federal Facility Expanded Site Inspection Review completion date (Actual Complete) a lead and a "decision" on whether further activities are necessary in the Qualifier field; and
- The decision is documented by completing the Site Decision Form 9100-3 in [CERCLIS](#) or an equivalent document. The decision document must be printed, signed by the appropriate Regional official, and placed in the file.

A valid decision must be recorded in [CERCLIS](#) upon completion of a Federal facility ESI Review. Please refer to Exhibit A.2 in section A.A.5 for a list of valid qualifiers for this action and a description of each qualifier.

Changes in Definition FY 04/05 - FY 06/07:

None.

Special Planning/Reporting Requirements:

Regions should attempt to complete ESI reviews at Federal facility sites listed in the CERCLIS inventory within a reasonable schedule upon receipt of a sufficient ESI. ESI review starts and completions are reported site-specifically in [CERCLIS](#). Federal Facility Expanded Site Inspection Review starts and completions are program measures.

If the Federal facility ESI report does not provide sufficient information to complete the ESI, the report should be referred back to the Federal facility (SubAction Name = Referred back to Fed Fac). The date the report is referred back to the Federal facility is entered into [CERCLIS](#) as the actual completion date (Actual Complete) of the SubAction, 'Referred back to Fed Fac'. The actual completion date and qualifier for the Federal Facility Expanded Site Inspection Review should not be entered until all the report deficiencies have been addressed.

Regions are responsible for maintaining the accuracy of the non-NPL status for every non-NPL site in the CERCLIS inventory. As new actions and new dates are entered into [CERCLIS](#), the system will ask the user to confirm or change this value as appropriate.

D.B.3. Federal Facilities Definitions

a. Base Closure Decisions: Start and Completions

Definition:

A base closure action occurs when EPA is involved in either a CERFA Section 120(h)(4) uncontaminated parcel determination, a Finding of Suitability to Transfer (FOST), a Finding of Suitability to Lease (FOSL), or a determination is made by EPA that an approved remedy is Operating Properly and Successfully (OPS) at BRAC locations pursuant to CERFA/CERCLA Section 120(h)(3). Under CERFA/CERCLA Section 120(h)(4), the military service must designate, and EPA/State is required to concur, on property that is uncontaminated. A FOST documents the conclusion that real property made available through the BRAC process is environmentally suitable for transfer by deed under Section 120(h) of CERCLA. A FOSL documents that property at a BRAC location is environmentally suitable for lease, i.e., that the reuse does not impede the environmental response at the location and that the use of the property is limited to a manner which will protect human health and the environment. Under CERCLA Section 120(h)(3), before property can be transferred by deed, the military service must demonstrate to EPA that the approved remedy is operating properly and successfully.

The phrase "operating properly and successfully" involves two separate concepts: operating "properly" is used if the remedy is operating as designed; operating "successfully" is used if the operation of the remedy will achieve the cleanup levels or performance goals for the particular contaminant delineated in the decision document. Where more than one remedial action is required for a parcel, all such actions must operate properly and successfully. Therefore, EPA interprets the term "operating properly and successfully" to mean that the remedial action was engineered and implemented and is functioning in such a manner that it is expected to achieve cleanup goals and adequately protect human health and the environment.

Definition of Accomplishment:

Base Closure Decision Start Date: Date that a document is received by EPA that identifies a facility or a parcel as a candidate to be transferred by deed or lease (e.g., EBS submitted); or a clean parcel determination is received by EPA for concurrence as required by CERFA; or the date of the written request submitted by the other federal agency for concurrence on suitability to transfer or lease; or the date on which a written request for EPA concurrence is received that a 120(h)(3) remedy is operating properly and successfully.

Base Closure Decision Completion Date: The date the appropriate Regional official signs a letter, form, or memo stating that EPA has completed its review and provided comments or concurrence on the FOST or FOSL; or the date the appropriate Regional official signs a letter, form, or memo stating that EPA has completed its review of the demonstration that a remedy is operating properly and successfully for purposes of CERCLA section 120(h)(3); or the date the appropriate Regional official signs a letter concurring on a clean parcel identified under CERFA. In addition to entering the date of completion, also enter the acreage covered by the Base Closure Decision Document.

Changes in Definition FY 04/05 - FY 06/07:

None.

Special Planning/Reporting Requirements:

Base Closure Completions is a [program](#) measure. Base Closure Starts is a program measure. Regions may enter acreage information through the FOST or FOSL screens [in CERCLIS](#).

b. Non-BRAC Property Actions

Definition:

A non-BRAC property transfer action occurs when EPA has reviewed and concurred on:

The transfer of non-BRAC property from the Federal Government under CERCLA 120(h)(3)(A): A federal agency may request that EPA review and comment/concur on transfers under this section, however, EPA does not *statutorily* have to provide concurrence or comment for the transfer to occur, other than in instances where an OPS determination [is](#) required to be made prior to the transfer of deed.

An early transfer under CERCLA 120(h)(3)(C): For facilities listed on the NPL, EPA is required to approve the deferral of the covenant found in CERCLA 120(h)(3)(A)(ii)(I) that all remedial action necessary to protect human health and the environment has been taken before the date of transfer. The EPA Early Transfer Guidance should be used to approve such requests.

Provided an OPS determination pursuant to CERCLA 120(h)(3): Under CERCLA Section 120(h)(3), before property can be transferred by deed, the federal department or agency must demonstrate to EPA that the approved remedy is operating properly and successfully.

The phrase “operating properly and successfully” involves two separate concepts: operating “properly” is used if the remedy is operating as designed; operating “successfully” is used if the operation of the remedy will achieve the cleanup levels or performance goals for the particular containment delineated in the decision document. Where more than one remedial action is required for a parcel, all such actions must operate properly and successfully. Therefore, EPA interprets the term “operating properly and successfully” to mean that the remedial action was engineered and implemented and is functioning in such a manner that it is expected to achieve cleanup goals and adequately protect human health and the environment.

Provided a concurrence to DOE for the lease of property on the NPL under the Hall Amendment: Leasing of real property at DOE weapons production facilities that are either being closed or reconfigured is subject to the requirements of the Hall Amendment under the following conditions: 1) the Hall Amendment is the authority invoked for a lease, and 2) the real property to be leased is on the NPL. In these cases, DOE must request the concurrence of the EPA Regional Administrator for the proposed lease. DOE may lease if EPA concurs within 60 days or EPA fails to respond to DOE’s concurrence request after 60 days. The Joint DOE/EPA Interim Policy Statement on Leasing Under the “Hall Amendment” (1998) governs these leases.

Made a CERCLA 120(h)(4) uncontaminated parcel determination: Under CERFA/CERCLA Section 120(h)(4), the federal department or agency must designate, and EPA is required to concur, on property that is a part of a facility

listed on the NPL that is uncontaminated. For property not closed or realigned pursuant to a base closure law, the identification and concurrence is required to be made at least 6 months before the termination of operations on the facility.

Definition of Accomplishment:

Non-BRAC Property Action Start Date: Date of a written request submitted by the other federal agency for EPA concurrence on suitability to transfer, including early transfers, or lease; or a clean parcel determination is received by EPA for concurrence as required by CERFA; or, the date on which a written request for EPA concurrence is received that a 120(h)(3) remedy is operating properly and successfully.

Non-BRAC Property Action Completion Date: The date the appropriate regional official signs a letter, form, or memo stating that EPA has completed its review and provided comments or concurrence on the transfer or leasing document(s); or the date the appropriate regional official signs a letter, form, or memo stating that EPA has completed its review of the demonstration that a remedy is operating properly and successfully for purposes of CERCLA section 120(h)(3); or the date the appropriate regional official signs a letter concurring on a clean parcel identified under CERFA. In addition to entering the date of completion, also enter the acreage covered by the property action.

c. Federal Facility Agreement (FFA)/Interagency Agreement (IAG)

Definition:

FFAs/IAGs are legal agreements between federal agencies responsible for cleanup, EPA, and the States. A State elects whether to participate in FFA/IAG negotiations. FFA/IAGs set forth detailed requirements for performance of site response activities as well as appropriate enforcement responses to non-compliance with the FFA/IAG. The FFA/IAG requirement is set forth in Section 120(e) of CERCLA. They are required at NPL facilities no later than **6 months** after the first ROD is signed at the facility.

Definition of Accomplishment:

FFA/IAG Start Date: Date notice letter is sent by EPA to the Federal facility, reported in [CERCLIS](#) as the actual start date (Actual Start) of FFA/IAG negotiations (Action Name = IAG Negotiation).

FFA/IAG Completion Date: Latter of the dates that the federal agency, EPA, and/or State sign the [FFA/IAG](#), or the date the Letter of Intent to sign an IAG is signed by all parties. This date must be reported in [CERCLIS](#) as the actual completion date (Actual Complete) of the FFA/IAG (Action Name = Federal Interagency Agreements).

Changes in Definition FY 04/05 - FY 06/07:

None

Special Planning/Reporting Requirements:

FFA/IAG starts will be tracked as IAG negotiations (Action Name = IAG Negotiation). FFA/IAG completions will be tracked as the completion (Actual Complete) of the FFA/IAG (Action Name = Federal Interagency Agreement). For those FFAs/IAGs that are elevated for dispute resolution, record the date elevated as the actual completion date of the SubAction "IAG Dispute Admin Referral" and not as the FFA/IAG completion date. Regions do not receive credit for FFA/IAG completion when the FFA/IAG is elevated to HQ for dispute resolution. This is a Program Measure.

d. Federal Facility Dispute ResolutionDefinition:

When the federal agency, state, and/or EPA make an effort to formally or informally resolve a FFA/IAG dispute after the FFA/IAG is signed.

Definition of Accomplishment:

Dispute Resolution Start Date: Date that any party to the FFA/IAG sends a letter to the other parties notifying them as to the issue in dispute. This is reported in [CERCLIS](#) as the actual start date (Actual Start) of dispute resolution (Action Name = Alternative Dispute Resolution).

Dispute Resolution Completion Date: Date the document resolving the issue is signed (e.g., letter of agreement, agreement document). This is reported in [CERCLIS](#) as the actual completion date (Actual complete) of dispute resolution (Action Name = Alternative Dispute Resolution).

Changes in Definition FY 04/05 - FY 06/07:

None

Special Planning/Reporting Requirements:

Federal Facility Dispute Resolution is reported in [CERCLIS](#) as Alternative Dispute Resolution (Action Name = Alternative Dispute Resolution) with a Federal facility (FF) lead. This is a program measure.

e. Use of Supplemental Environmental Projects (SEPs)Definition:

SEPs are environmentally beneficial projects which a federal agency agrees to undertake to mitigate a monetary penalty, but which the violator is not otherwise legally required to perform. The SEP could be for public health, pollution prevention, pollution reduction, environmental restoration and protection, assessments and audits, environmental compliance promotion, emergency planning and preparedness, or other program-specific projects.

Definition of Accomplishment:

The date of agreement between EPA and a federal agency to implement a SEP is reported in [CERCLIS](#) as the SubAction "Supplemental Envir Projects". The estimated dollar value of the SEP must also be entered.

Changes in Definition FY 04/05 - FY 06/07:

None

Special Planning/Reporting Requirements:

This is a program measure. Both the number of SEPs and their estimated value will be tracked. The estimated value of the SEP is reported on the Penalty/SEP screen in the Federal facilities module in [CERCLIS](#).

f. Remedial Investigation/Feasibility Study (RI/FS) or RCRA Facility Investigation (RFI) StartsDefinition:

The RI/FS is a CERCLA investigation designed to characterize the site, assess the nature and extent of contamination, evaluate potential risks to human health and the environment, and develop and evaluate potential remedial alternatives. A RFI is a RCRA investigation designed to evaluate thoroughly the nature and extent of the release of hazardous wastes and hazardous constituents and to gather necessary data to support the Corrective Measure Study (CMS) and/or Interim/Stabilization Measure (ISM).

Definition of Accomplishment:

The RI/FS (Action Name = FF RI/FS or FF RI) or RFI (Action Name = RCRA Facility Investigation) start is defined as follows:

- Sites where there has been no RI/FS or RFI work started prior to the effective date of the FFA/IAG, the actual start date (Actual Start) is the EPA or State receipt of a draft work plan for the RI/FS or RFI; or
- Sites where RI/FS or RFI work has been started prior to the FFA/IAG effective date and there has been substantial EPA or State involvement (EPA or the State has reviewed and commented, approved/concurred, or accepted the work plan), the actual start date (Actual Start) is also the date of receipt of a draft RI/FS or RFI work plan (Note: this date will be prior to IAG completion date); or
- Sites where RI/FS or RFI work starts prior to the FFA/IAG effective date and there has been **limited** EPA or State involvement, the date of the RI/FS or RFI actual start date (Actual Start) is the latter date that EPA or the State and the other agency sign the FFA/IAG.

Changes in Definition FY 04/05 - FY 06/07:

None

Special Planning/Reporting Requirements:

This is a program measure.

g. Timespan from Final NPL Listing To RI/FS**Definition:**

Superfund Amendments and Reauthorization Act (SARA) Section 120(e) states “not later than six months after the inclusion of any facility on the NPL, the department, agency, or instrumentality shall ... commence an RI/FS for such facility.” This measure calculates the days and the time frame from final NPL Listing to the first RI/FS start. Sites with time frames greater than 180 days will be deemed not to have met this requirement.

Definition of Accomplishment:

This measure will calculate, by site, the interval between final NPL listing (publication of final listing in the *Federal Register*) and the actual date for the first RI/FS start. The timespan will be calculated based on the RI/FS start definition outlined above and the final NPL listing (Action Name = Final Listing on NPL) actual completion date (Actual Complete).

Changes in Definition FY 04/05 - FY 06/07:

None.

Special Planning/Reporting Requirements:

This is a **Management** reporting **tool**. Data in [CERCLIS](#) will be used to calculate the timespan on an annual basis. HQ will perform the analysis at the end of the fiscal year.

h. Decision Documents**Definition:**

Upon completion of a Federal facility RI/FS, CMS, or Engineering Evaluation/Cost Analysis (EE/CA), the federal agency selects a remedy that is presented in a cleanup decision document (e.g., ROD, RCRA Statement of Basis/Response to Comments, Action Memo, Removal Action Decision Document, ROD Amendment or Explanation of Significant Difference (ESD)). EPA may either approve or concur on the remedy selection or, in the case of a dispute, EPA may select the remedy. For EPA, this authority has been delegated to the Regional Administrator or her/his delegate.

Definition of Accomplishment:

Date (Actual Complete) the ROD (Action Name = Record of Decision), the appropriate RCRA Statement of Basis/Response to Comments (Action Name = RCRA SB/RTC), Action Memo (Action Name = Approval of Action Memo), Removal Action Decision Document (Action Name = Removal Action Decision Doc), ROD Amendment (Action Name = Record of Decision and SubAction Name = ROD Amendment) or Explanation of Significant Difference (Action Name = Record of Decision and SubAction Name = Explanation of Significant Diff) or is signed by the Regional Administrator or delegate, or the date of EPA concurrence/approval on the clean-up decision document pursuant to FFA/IAG or other enforceable decision document, or the date of EPA's letter of concurrence.

Changes in Definition FY 04/05 - FY 06/07:

None.

Special Planning/Reporting Requirements:

The ROD Completion date is the same as the RI/FS completion date. The EE/CA completion date is the same as the Action memo or Removal Action Decision Document completion date. The date of the RCRA Corrective Measure Decision document is the CMS Completion date. This is a program target.

Note: One ROD document equals one ROD target completion, even if the ROD covers multiple OUs (in addition, the pipeline action ends after a No Action ROD, do not enter RA Start or Completion dates for a No Action ROD).

i. Final Remedy SelectedDefinition:

This measure will track the Government Performance Results Act (GPRA) Final Remedy Selected at NPL Sites. Final Remedy Selected documents will also be tracked in CERCLIS for non-NPL sites but will not be reported to respond to the GPRA goal. A Final Remedy Selected occurs when a final decision has taken place at a site (i.e. the final remedy has been selected at the last OU for a site). This can include the signature of the final ROD, ROD Amendment or Removal Action at a site. Sites which are Construction Complete or sites deleted from the NPL may also be eligible for a Final Remedy Determination. In general, Explanation of Significant Difference will not constitute a Final Remedy Selected since that documents a non-fundamental change to a remedy. Also, a partial deletion from the NPL does not constitute a Final Remedy Selected since it does not constitute a final decision for the entire site.

Definition of Accomplishment:

Credit under CERCLA for a Final Remedy Selected is received when:

- A site has a Final ROD or ROD Amendment and no existing planned ROD, ROD Amendment, Removal Action Memorandum, RI/FS or EE/CA. The date the designated Regional Official or the AA OSWER signs the ROD at a site for each RA is reported in [CERCLIS](#) as the ROD (Action Name = Record of Decision) completion date (Actual Complete); or
- Site has a Removal Action Memorandum and no existing planned ROD, RI/FS, EE/CA or planned action memorandum.
- Site is Construction Complete as documented by the actual completion date (Actual Complete) of the Preliminary Close-Out Report (Action Name = Prelim Close-Out (PCOR) Rep Prepared), or the actual completion date (Actual Complete) of the Final Close-Out Report (Action Name = Close-Out Report) and HQ has entered the Construction Completion indicator in [CERCLIS](#) and no future ROD, ROD Amendment, Action Memorandum, RI/FS or EE/CA is planned. (The Final Remedy Selected designation may only be applied to the PCOR if there is no previous ROD, ROD Amendment, or Action Memorandum that constitutes the final decision.)
- Site has been deleted from the NPL (Action Name = Final Deletion from NPL), which is documented when the Notice of Deletion is published in the Federal Register and no future ROD, ROD Amendment, Action

Memorandum, RI/SF or EE/CA is planned. (The Final Remedy Selected designation may be applied to the Final Notice of Deletion if there is no PCOR and if there is no previous ROD, ROD Amendment or Action Memorandum that constitutes the final decision.)

Changes in Definition FY 04/05 - FY 06/07:

None.

Special Planning/Reporting Requirements:

This is a program target.

j. ROD Amendments

Definition:

A ROD Amendment documents fundamental changes to the remedy selected in the ROD. Fundamental changes involve an appreciable change or changes in the scope, performance, and/or cost or may be a number of significant changes that together have the effect of a fundamental change.

Definition of Accomplishment:

ROD Amendment: the date (Actual Complete) the ROD Amendment (Action Name = Record of Decision and SubAction Name = ROD Amendment) is signed by the Regional Administrator or delegate, or the date of EPA concurrence/approval on the cleanup decision document pursuant to FFA/IAG or other enforceable decision document, or the date of EPA's letter of concurrence.

Changes in Definition FY 04/05 - FY 06/07:

None.

Special Planning/Reporting Requirements:

ROD Amendments count towards the Program Target for Decision Documents.

k. Explanations of Significant Difference (ESD)

Definition:

An Explanation of Significant Difference (ESD) documents significant changes to a Record of Decision (ROD). Significant changes generally involve a change to a component of a remedy that does not fundamentally alter the overall cleanup approach.

Definition of Accomplishment:

Explanation of Significant Difference: the Date (Actual Complete) the ESD (Action Name = Record of Decision and SubAction Name = Explanation of Significant Diff) is signed by the Regional Administrator or delegate, or the date of EPA concurrence/approval on the clean-up decision document pursuant to FFA/IAG or other enforceable decision document, or the date of EPA's letter of concurrence.

Changes in Definition FY 04/05 - FY 06/07:

None.

Special Planning/Reporting Requirements:

ESDs count towards the Program Target for Decision Documents.

I. Remedial Design

Definition:

The RD is a CERCLA design that establishes the general size, scope, and character of a project, and details and addresses the technical requirements of the RA selected in the ROD. The RD may include, but is not limited to, drawings, specification documentation, and statement of bidability and constructability. The CMD is a RCRA design that establishes the general size, scope, and character of a project, and details and addresses the technical requirements of the CMC selected in the RCRA Corrective Measure decision document. The CMD may include, but is not limited to, drawings, specification documentation, and statement of bidability and constructability. A RD or CMD is complete when the plans and specifications for the selected remedy are developed and approved.

Definition of Accomplishment:

RD Start - If post-ROD, the RD (Action Name = FF RD) or CMD (Action Name = Corrective Measure Design) start date (Actual Start) is the date of submission of the RD or CMD work plan or other appropriate documents or statement of work. If work begins prior to the ROD, the RD or CMD actual start date (Actual Start) will be the ROD signature date or submission date of RD or CMD work plan or any other major deliverable (e.g., 30% design complete).

RD Completion - RDs and CMDs are considered complete the date a letter is signed by the appropriate Regional official approving the entire final RD or CMD package. If EPA does not approve the final RD or CMD package, the RD or CMD is considered complete the date of the Commerce Business Daily (CBD) or other appropriate publication requesting bids on the final RD or CMD package. This date is reported in CERCLIS as the actual completion date (Actual Complete) of the RD (Action Name = FF RD) or CMD (Action Name = Corrective Measure Design).

Changes in Definition FY 04/05 - FY 06/07:

None.

Special Planning/Reporting Requirements:

This is a SCAP reporting measure. RD or CMD starts and completions are reported site-specifically (Action Name = FF RD or Corrective Measure Design) in CERCLIS.

m. Duration of ROD to IAG Negotiation Completion

Definition:

The objective of this measure is to focus attention on the statutory requirement for an IAG to be entered into within 180 days after signature of the ROD. SARA Section 120(e) (2) states that "within 180 days [after signature of the ROD], the head of the department, agency, or instrumentality concerned shall enter into a IAG with the administrator for the expeditious completion by such department, agency, or instrumentality of all necessary remedial action at such facility." This measure tracks compliance against the CERCLA Section 120 statutory requirements.

Definition of Accomplishment:

The duration of ROD to IAG will be calculated based on the actual completion date of the ROD (Action name = Record of Decision) and the latter of the dates that the federal agency, EPA, and/or State sign the IAG, or the date the Letter of Intent to sign an IAG is signed by all parties, as reported in [CERCLIS](#) as the actual completion (Actual Completion) of FFA/IAG negotiations (Action Name = IAG Negotiation).

Changes in Definition FY 04/05 - FY 06/07:

None

Special Planning/Reporting Requirements:

This is a [Management](#) reporting [tool](#). Data in [CERCLIS](#) will be used to calculate the timespan on a semi-annual basis. HQ will perform the analysis.

n. Remedial Action (RA) or RCRA Corrective Measure Implementation (CMI) StartsDefinition:

A RA or CMI is the implementation of the remedy selected in the ROD or appropriate RCRA corrective measure decision document at NPL sites to ensure protection of human health and the environment.

Definition of Accomplishment:

Date on which substantial, continuous, physical, on-site, remedial actions begin pursuant to SARA Section 120(e) as documented by a memo or letter to EPA. This date is reported in [CERCLIS](#) as the actual RA (Action Name = FF RA) or CMI (Action Name = Corrective Measure Implementation) start date (Actual Start).

Changes in Definition FY 04/05 - FY 06/07:

None

Special Planning/Reporting Requirements:

This is a program measure. RA or CMI starts are reported site specifically (Action Name = FF RA or Corrective Measure Implementation) in [CERCLIS](#).

o. Timespan from ROD Signature to RA StartDefinition:

The objective of this measure is to focus attention on the statutory requirement for an RA start within 15 months of the ROD signature.

SARA Section 120(e) states that "substantial, physical, on-site remedial action shall be commenced at each Federal facility no later than 15 months after completion of the investigation and study." This measure tracks compliance against the CERCLA Section 120 statutory requirements.

Definition of Accomplishment:

This measure will look at federal agency performance by comparing the average timespan from ROD signature to RA start for all sites where a RA actually started in FY 06/07. Sites exceeding the 15 month requirement will be identified. Comparisons will be made to previous Agency performance to determine trends.

The durations will be calculated using the actual ROD (Action Name = Record of Decision) completion date (Actual Complete) and the actual RA (Action Name = FF RA) start date (Actual Start) in [CERCLIS](#). The ROD signature and RA start definition contained in Decision Documents and RA or Corrective Measure Construction Starts, respectively, will be used in the analysis.

Changes in Definition FY 04/05 - FY 06/07:

None.

Special Planning/Reporting Requirements:

This is a [Management](#) reporting [tool](#). Data in [CERCLIS](#) will be used to calculate the timespan on a semi-annual basis. HQ will perform the analysis.

p. RA or CMI Completions

Definition:

A RA or CMI is complete when construction activities are complete, a final inspection has been conducted, and an interim or final RA Report or appropriate CMI reporting vehicle has been prepared and approved by EPA in writing. This report summarizes site conditions and construction activities. Note: This date may be later than 120(h)(3) BRAC requirements for base closure.

Definition of Accomplishment:

The RA or CMI is complete the date that the designated Regional official (Branch Chief or above, as determined by the EPA Region) approves in writing the interim or final RA Report or signs the interim or final report or appropriate CMI reporting vehicle for the RA or CMI that documents the completion of construction activities. In lieu of a report from the contractor's construction manager, the region must prepare a report to document the completion. The approval can be provided with an appropriate signature on the RA Report cover sheet or by letter to the originator of the RA Report. The appropriate date must be recorded in [CERCLIS](#) as the actual completion date (Actual Complete) of the RA (Action Name = FF RA) or CMI (Action Name = Corrective Measure Implementation).

An action qualifier must be entered into [CERCLIS](#) indicating the RA was completed via an Interim or Final RA Report (Action Qualifier = Interim RA or Final RA).

Interim Remedial Action Report

Criteria for approval of the Interim Remedial Action Report are:

- The remedy includes groundwater or surface water restoration, with active treatment or natural attenuation, to reduce contaminant concentrations to meet cleanup goals and cleanup goals have not been achieved;
- The construction of the treatment and/or monitoring system is completed and the system is operating as intended;
- If the RA includes remedy components other than groundwater, construction activities are complete and cleanup goals specified in the ROD have been achieved for these components;
- A contract final inspection or equivalent has been conducted;
- Institutional controls, if applicable, are in place; and
- The Interim Remedial Action Report contains the information described in "Close Out Procedures for National Priorities List Sites."

Note: When an Interim RA Report is prepared as indicated above, a Final RA Report is later required once cleanup goals for the groundwater or surface water restoration are achieved.

Final Remedial Action Report

Criteria for approval of the Final Remedial Action Report are:

- All construction activities are complete, including site restoration and demobilization;
- All cleanup goals specified in the ROD have been achieved, including ground and surface water restoration;
- A contract final inspection or equivalent has been conducted;
- Institutional controls, if applicable, are in place; and
- The Final Remedial Action Report contains the information described in "Close Out Procedures for National Priorities List Sites."

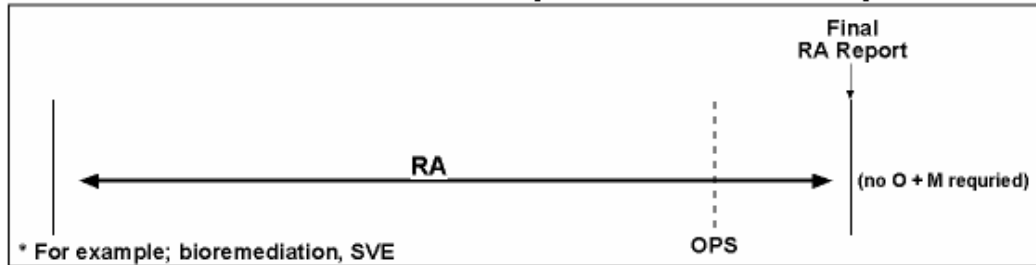
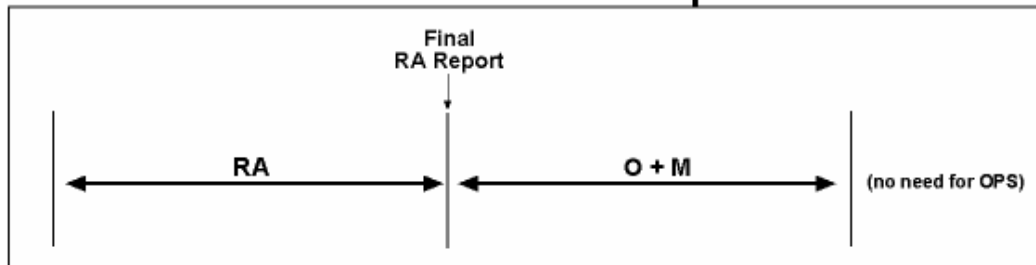
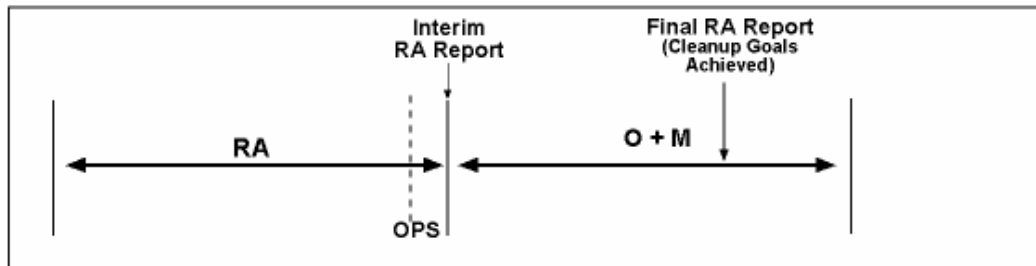
The following table provides examples of Remedial Actions and indicates when Remedial Action Completion can be achieved.

Remedial Action Completion Examples

Example RA	RA Complete
Excavation and off-site disposal of contamination.	After all wastes have been excavated, removed from the site to an approved location, site has been restored, cleanup goals have been achieved, and the Final RA Report is approved. Since wastes have been removed, no O&M activities for this remedy are expected.
On-site treatment of wastes, other than groundwater or surface water, to achieve cleanup goals (e.g., soil vapor extraction, bioremediation, incineration).	After cleanup goals have been achieved for the treated wastes, site has been restored, and the Final RA Report is approved. Since wastes have been treated to achieve cleanup levels, no O&M activities for this remedy are expected.
Containment remedies (e.g., caps, flood/erosion control measures, barrier walls, leachate collection/treatment measures, groundwater measures to capture or prevent migration of plume, or surface water interception/diversion measures).	After construction of the designed remedy is complete, cleanup goals have been achieved, and the Final RA Report is approved. O&M activities follow.
Groundwater and surface water restoration remedies that involve active treatment to reduce contaminant concentrations to meet cleanup goals.	After construction of the treatment plant and monitoring system are completed, the plant/system is operating as intended, and the Interim RA Report is approved. O&M activities follow. The Final RA Report is prepared when cleanup levels are achieved.
Groundwater and surface water restoration remedies where restoration is later determined to be technically impracticable (TI waiver).	After ROD Amendment has documented the TI waiver, other cleanup goals have been achieved and Final RA Report is approved. O&M activities may follow if further monitoring is needed.

EXHIBIT D.2.

REMEDIAL PIPELINE FLOW CHARTS

Treatment and Off-site Disposal Remedies Pipeline**Containment Remedies Pipeline****Ground Water and Surface Water Restoration Pipeline and Monitored Natural Attenuation**

OPS= Operating Properly & Successfully and applies only to BRAC sites.

Changes in Definition FY 04/05 - FY 06/07:

None

Special Planning/Reporting Requirements:

This is a program target. RA or CMI (Action Name = FF RA or Corrective Measure Implementation) completions are reported site specifically in [CERCLIS](#). An action qualifier must be entered into [CERCLIS](#) indicating the RA was completed via an Interim or Final RA Report (Action Qualifier = Interim RA or Final RA).

q. Removal or RCRA Interim/Stabilization Measure (ISM) — Starts and Completions**Definition:**

Removal actions are defined as the cleanup or removal of released hazardous substances from the environment, and the necessary actions taken in the event of the threat of release of hazardous substances into the environment. ISMs are defined as RCRA removal actions that are intended to abate threats to human health and the environment from releases and/or to prevent or minimize the further spread of contamination while long-term remedies are pursued. Regions need to report removal actions conducted in response to emergency, time-critical, and non-time critical (NTC) situations at BRAC, non-NPL or NPL sites. Under the Defense Environmental Restoration Program (DERP), DoD is required to notify EPA of its removal actions. Long-term O&M should not be conducted under the removal.

Definition of Accomplishment:

Removal/ISM Start Date: Date the federal agency begins actual on-site removal work, or the date of Action Memorandum signature, or the date the lead federal agency provides notice to EPA, or other decision document signature/approval. The date must be reported in [CERCLIS](#) as the actual start date (Actual Start) of the removal (Action Name = FF Removal) or ISM (Action Name = RCRA Interim/Stabilization Measure).

Removal/ISM Completion Date: Actual date the federal agency has demobilized and notified EPA, completing the scope of work delineated in the Action Memorandum or other decision document. The date must be reported in [CERCLIS](#) as the actual completion date (Actual Complete) of the removal (Action Name = FF Removal), or ISM (Action Name = RCRA Interim/Stabilization Measure).

Changes in Definition FY 04/05 - FY 06/07:

None

Special Planning/Reporting Requirements:

See Definition of Accomplishment. Removal or RCRA ISM starts is a GPRA measure; Removal or RCRA ISM completions is a program measure.

r. Migration of Contaminated Ground Water Under Control**Definition:**

The Migration of Contaminated Ground Water Under Control indicator assesses whether ground water contamination is below protective, risk-based levels or, if not, whether the migration of contaminated ground water is stabilized and there is not unacceptable discharge to surface water and monitoring will be conducted to confirm that affected ground water remains in the original area of contamination. This indicator is limited to sites with known past and/or present ground water contamination.

Definition of Accomplishment:

The criteria for determining if ground water migration is controlled are found in the Migration of Contaminated Ground Water Under Control Survey (refer to Exhibit D.3), the Environmental Indicators Guidance Manual, the Long-Term Human Health Protection Data Quality Objectives document, and on the Superfund Environmental Indicators Website.

Changes in Definition FY 04/05 - FY 06/07:

None.

Special Planning/Reporting Requirements:

The Migration of Contaminated Ground Water survey must be completed and/or reviewed by October 7 of each year in CERCLIS to reflect the status at each site as of the end of the prior fiscal year (Program Management/Environmental Indicators).

Exhibit D.3.

Superfund Migration of Contaminated Ground Water Under Control Worksheet

Definition: Is the migration of contaminated ground water from the site being controlled through engineered or natural processes?

Region: _____

State: _____

EPA ID: _____

Site Name: _____

	Does or did the site have contaminated ground water?	No → STOP, you do not need to complete the GM EI
	↓ Yes	
Insufficient Data	Step 1. Based on the most current data on the site, has all available relevant/significant information on known and reasonably suspected releases to the ground water been considered in this EI determination? Explain Rationale: _____ _____ List Site Reference Document: _____	
	↓ Yes	
	Step 2. Is ground water known or reasonably suspected to be " contaminated " above appropriately protective risk-based "levels" (applicable promulgated standards, as well as other appropriate standards, guidelines, or criteria) as a result of a release from the site? Explain Rationale: _____ _____ List Site Reference Document: _____	No → YES, Site Does Meet Definition
	↓ Yes	
Insufficient Data	Step 3. Is the migration of contaminated ground water stabilized (such that contaminated ground water is expected to remain within "existing area of contaminated ground water") as defined by the monitoring locations designated at the time of this determination? Explain Rationale: _____ _____ List Site Reference Document: _____	No →
	↓ Yes	
Insufficient Data	Step 4. Does "contaminated" ground water discharge into surface water bodies? Explain Rationale: _____ _____ List Site Reference Document: _____	No →
	↓ Yes	
Insufficient Data	Step 5. Can the discharge of "contaminated" ground water into surface water be shown to be "currently acceptable" as defined (i.e., not cause unacceptable impacts to surface water, sediments, or ecosystems that should not be allowed to continue until a final remedy decision can be made and implemented)? Explain Rationale: _____ _____ List Site Reference Document: _____	No →
	↓ Yes	
Insufficient Data	Step 6. Will ground water monitoring/measurement data (and surface water/sediment/ecological data as necessary) be collected in the future to verify that contaminated ground water has remained within the horizontal (or vertical, as necessary) dimensions of the "existing area" of contaminated ground water? Explain Rationale: _____ _____ List Site Reference Document: _____	No →
	↓ Yes	
INSUFFICIENT DATA, More Information Needed to Make Determination	YES, Site Does Meet Definition	NO, Site Does Not Meet Definition

s. Long-Term Human Health Protection Indicator**Definition:**

The Long-Term Human Health Protection indicator documents the progress achieved towards providing long-term human health protection by measuring the incremental progress achieved in controlling unacceptable human exposures at a site.

"Unacceptable human exposures" are potential exposures associated with complete human exposure pathways that present an unacceptable risk—pathways by which an individual could reasonably be exposed to a hazardous substance, pollutant, or contaminant at levels that could result in injury, disease, or death. Unacceptable human exposures can be controlled by:

- Reducing the level of contamination associated with complete exposure pathways to the point where the exposure is no longer "unacceptable" and
- Controlling or eliminating contaminant migration to human receptors, preventing human receptors from contracting contaminants in-place, or controlling human receptor activity patterns (e.g., by reducing the potential frequency or duration of exposure).

The Progress Categories that describe the level of incremental human health protection achieved at a site are as follows:

- Insufficient data to determine human exposure control status;
- Current human exposures not controlled;
- Current human exposures not controlled but some human exposures control achieved;
- Current human exposures controlled;
- Current human exposures controlled and protective remedy in place; and
- Long-term human health protection achieved.

Definition of Accomplishment:

The criteria for determining the status of long-term human health protection at a site are found in the Environmental Indicators Guidance Manual, the Long-Term Human Health Protection Data Quality Objectives document, and on the Superfund Environmental Indicators Website.

(<http://www.epa.gov/superfund/accomp/ei/eiguide.pdf>)

Changes in Definition FY 04/05 - FY 06/07:

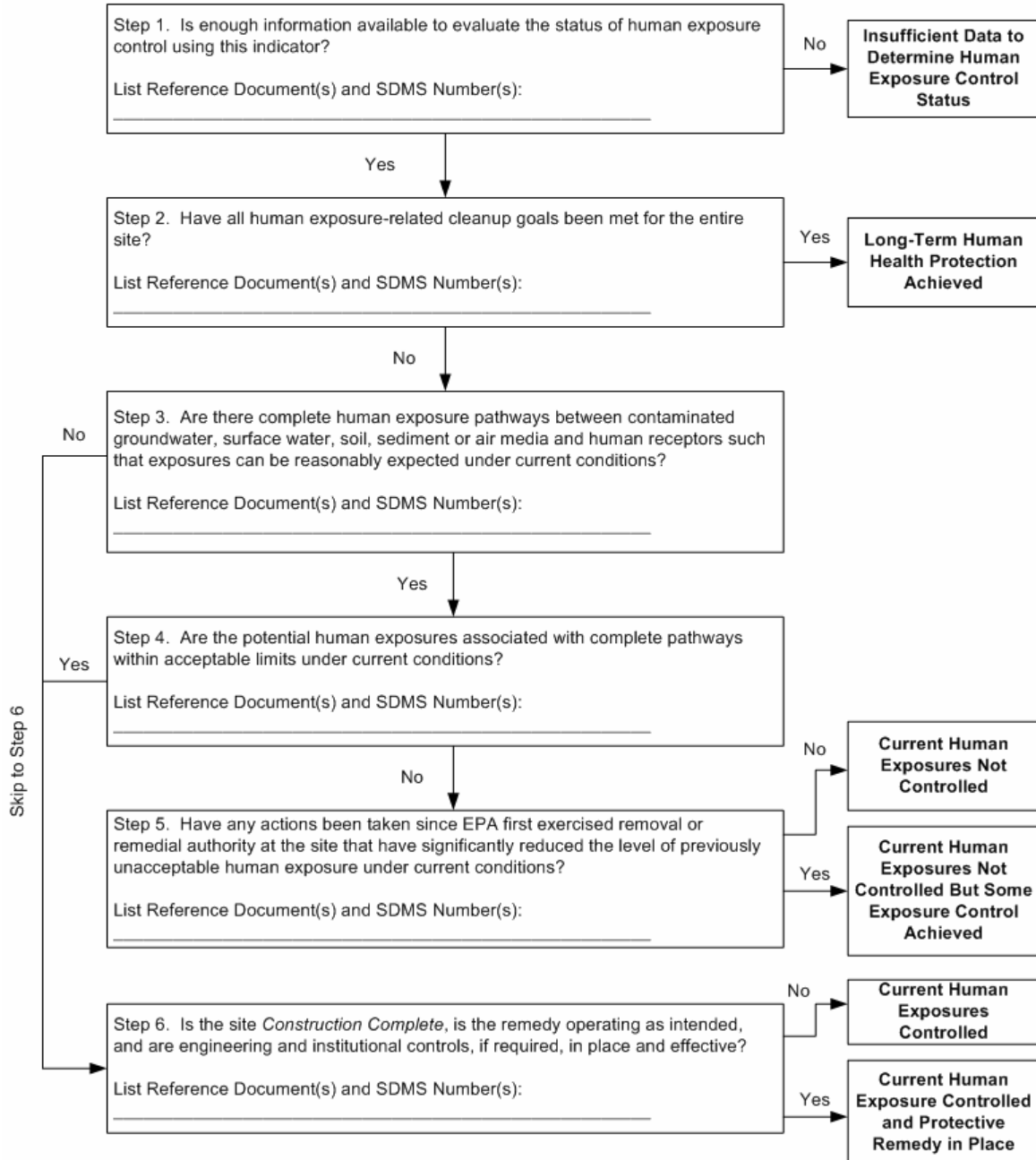
None.

Special Planning/Reporting Requirements:

The Long-Term Human Health Protection worksheet must be completed in CERCLIS and/or reviewed by October 7 of each year to reflect the status at each site as of the end of the prior fiscal year (Program Management/Environmental Indicators).

Exhibit D.4.**Superfund Long-Term Human Health Protection Worksheet**

Definition: The Long-Term Human Health Protection EI documents the progress achieved towards providing long-term human health protection by measuring the incremental progress achieved in controlling unacceptable human exposures at a site.



t. Operation and Maintenance (O&M)**Definition:**

O&M are the activities required to maintain the effectiveness or integrity of the remedy including institutional controls. Except in the case of groundwater or surface restoration remedies, including monitored natural attenuation, O&M measures are initiated after cleanup goals are achieved, and the remedy is operating as intended. In the case of groundwater or surface water restoration remedies, including monitored natural attenuation, O&M measures are initiated when the remedy is operating as intended.

O&M [Action Name = Operations and Maintenance] starts when the designated EPA Regional Official (Branch Chief or above, as determined by the EPA region) approves in writing the Interim or Final Remedial Action Report.

Where appropriate, the completion of O&M is defined as the date (actual complete) specified in the FFAIAG. If O&M must be conducted indefinitely, regions should not enter as actual completion date.

Changes in Definition for FY 04/05 - FY 06/07:

None.

Special Planning/Reporting Requirements:

This is a program measure.

u. Cleanup Objectives Achieved**Definition:**

This measure is used to indicate when cleanup objectives are achieved for groundwater and surface water restoration, including monitored natural attenuation. It tracks achievement of cleanup objectives for these remedies because they have not yet achieved cleanup objectives at Remedial Action completions.

Definition of Accomplishment:

Cleanup objectives are achieved when the designated Regional Official (Branch Chief or above) approves in writing the Final Remedial Action Report. This report should update information previously prepared in the Interim Remedial Action Report. For more detailed information, see OSWER Directive 9320.2-09A-P, "Close Out Procedures for Completion and Deletion of National Priorities List Sites."

Changes in Definition FY 04/05 - FY 06/07:

None.

Special Planning/Reporting Requirements:

Cleanup Objectives Achieved is planned on an action specific basis (Action Name = Operations & Maintenance and SubAction Name = Cleanup Goals Achieved) in [CERCLIS](#). This is a program measure.

v. NPL Site Construction Completions**Definition:**

Construction at a NPL site is considered complete when physical construction is complete for the entire site as a result of one or several removal or remedial actions; and a Preliminary or Final Close Out Report (PCOR or FCOR) has been signed by the designated Regional official and concurred with by HQ. The report must address construction activities for the entire site. There is only one NPL site construction completion per NPL site, and the site must be final on the NPL. For more detailed information, see OSWER Directive 9320.2-09A-P, "Close Out Procedures for National Priorities List Sites."

Definition of Accomplishment:

The following table explains coding and accomplishment requirements.

NPL Site Construction Completion		
Examples of last OU or activity	When Construction is Complete	Coding Requirements
1) Excavation and off-site disposal of contamination, 2) On-site treatment of wastes (except for groundwater restoration, bioremediation or soil vapor extraction), or 3) Containment remedies.	Pre-final inspection has been conducted, only minor punch list items remain, and the designated Regional official has signed the Preliminary or Final Close-Out Report (PCOR or FCOR).	<p>The region enters completion date of the report into CERCLIS as the actual completion date (Actual Complete) of the Preliminary Close-Out Report [Action Name = Prelim Close-Out Rep Prepared], or the actual completion date (Actual Complete) of the Final Close-Out Report [Action Name = Close Out Report]</p> <p>AND</p> <p>HQ enters the Construction Completion indicator into CERCLIS. This action constitutes HQ concurrence with the PCOR or FCOR documentation.</p>
In-situ bioremediation, ex-situ bioremediation, or soil vapor extraction.	Treatment unit has been constructed, is operating as designed, studies show that technology will achieve cleanup goals, and the designated Regional official has signed the PCOR.	
Interim action RODs for groundwater restoration to reduce contaminant concentrations to meet cleanup goals.	Remedy is documented in final ROD, physical construction of the remedy is complete, and the designated Regional official has signed the PCOR.	
RODs with contingency remedies	Physical construction of the remedy is complete, a pre-final inspection has been conducted, only minor punch list items remain, the PCOR or FCOR demonstrates that use of the contingency is not anticipated, and the designated Regional official has signed the PCOR or FCOR.	
Sites deleted from the NPL prior to reaching Construction Completion.	When (1) EPA determines that all physical construction is complete under all statutory authorities, and (2) all other applicable construction completion policy criteria have been satisfied.	Consistent with requirements for final NPL sites.
Sites requiring no remedial action or no further remedial action in the last OU. This includes groundwater monitoring if that is the only activity specified in the ROD.	No action or no further action ROD has been signed, and the designated Regional official has signed the PCOR or FCOR. No Action RODs will not be accepted for Construction Completion.	<p>The region enters the completion date of the report into CERCLIS as the actual completion date (Actual Complete) of the PCOR (Action Name = Prelim Close-Out Report Prepared) or the actual completion date (Actual Complete) of the Final Close-Out Report (Action Name = Close Out Report).</p> <p>AND</p> <p>HQ enters the Construction Completion indicator into CERCLIS. This action constitutes HQ concurrence with the PCOR or FCOR documentation.</p>
Institutional controls as the only remedy in the ROD.	The PCOR indicates that the institutional controls are in the schedule for site completion, and the designated Regional official has signed the PCOR. If institutional controls have been implemented, region can go directly to FCOR.	

NPL Site Construction Completion		
Examples of last OU or activity	When Construction is Complete	Coding Requirements
NPL site entirely addressed through removal actions. For removals with institutional controls, see above.	Actual date the federal agency has demobilized and notified EPA, completing the scope of work delineated in the Action Memorandum or other decision document. The date must be reported in CERCLIS as the actual completion date (Actual Complete) of the removal (Action Name = FF Removal), or ISM (Action Name = RCRA Interim/Stabilization Measure).	The region enters the following into CERCLIS : The removal (Action Name = Removal Action or PRP Removal) actual completion date (Actual Complete) as reported in the POLREP; and the Qualifier that indicates that the site is Cleaned Up; and the actual completion date (Actual Complete) of the Final Close-Out Report (Action Name = Close Out Report); AND HQ enters the Construction Completion indicator into CERCLIS . This action constitutes concurrence with the FCOR documentation.

Changes in Definition FY 04/05 - FY 06/07:

None

Special Planning/Reporting Requirements:

Regions will not receive credit for a NPL Site Construction Completion until the actual completion date of the Preliminary or Final Close-Out Report is entered into [CERCLIS](#), the necessary documentation is submitted to HQ, and HQ enters the construction completion indicator into [CERCLIS](#). Regions identify sites to meet the goal prior to the start of the FY. This is a GPRA annual performance goal.

w. **Sitewide Ready for Reuse**Definition:

The Sitewide Ready for Reuse measure applies to final and deleted construction complete NPL sites where:

- (1) All cleanup goals in the ROD or other remedy decision document(s) have been achieved for media that may affect current and reasonably anticipated future uses of the site, so that there are no unacceptable risks; and
- (2) All institutional or other controls required in the ROD or other remedy decision document(s) have been put in place.

Definition of Accomplishment:

The criteria for determining and reporting how and when a site meets the definition of Sitewide Ready for Reuse are found in the *Guidance for Documenting and Reporting the Superfund Sitewide Ready-for-Reuse Performance Measure* (OSWER 9365.0 – 36, May 2006). Per this guidance, Regions will submit a completed Sitewide Ready for Reuse checklist to Headquarters for approval before the reported site may be counted to meet the GPRA target for this measure.

Changes in Definition FY 04/05 – FY 06/07

New GPRA measure for FY 2006.

Special Planning/Reporting Requirements

This is a GPRA Annual Performance Measure. It includes Federal facility and non-Federal facility sites. The Superfund Sitewide Ready for Reuse Checklist for Reporting the Sitewide Ready for Reuse GPRA Measure must be

completed in hard-copy, submitted to Headquarters and reviewed by October of each year to reflect the status at each site as of the end of the prior fiscal year. Data entry functions for this measure will be incorporated into CERCLIS for FY 2007 reporting.

x. Federal Facility Partial NPL Deletion

Definition:

To support revitalization and other efforts, EPA will consider partial deletion for portions of sites when no further response is appropriate for that portion of the site. Such portion may be a defined geographic unit of the site, perhaps as small as a residential unit, or may be a specific medium at the site (e.g., groundwater), depending on the nature or extent of the release(s). The criteria for partial deletion are the same as for final deletion. Given State concurrence, EPA considers:

- Whether responsible or other parties have implemented all appropriate and required response actions;
- Whether all appropriate Fund-financed responses under CERCLA have been implemented and EPA has determined that no further cleanup by responsible parties is appropriate; or
- Whether the release of hazardous substances poses no significant threat to the public health, welfare or the environment, thereby eliminating the need for remedial action.

The partial deletion action should be used only when the deletion does not address all releases listed on the NPL. If a deletion does cover the remaining release listed on the NPL, the action should be treated as a Final NPL Deletion (Action Name = Deletion from NPL), discussed below.

Definition of Accomplishment:

The partial NPL deletion process begins when a Notice of Intent to Partially Delete (Action Name = Notice of Intent to Partially Delete) is published in the *Federal Register* for the specified portion of a site on the NPL. Notice of Intent to Partially Delete is completed (Actual Complete) the day the Federal Register is published. If the Direct Final Process for Partial Deletions is used, the process begins when the Direct Final Action Notice is published in the Federal Register (Action Name = Notice of Intent to Partially Delete).

The partial NPL deletion process (Action Name = Partial NPL Deletion) is complete (Actual Complete) when the Notice of Partial Deletion is published in the *Federal Register* for the specified portion of a site on the NPL. If the Direct Final Process for Partial Deletions is used and the comment period has ended with no adverse comments, the actual completion (Actual Complete) is the effective date of deletion specified in the Direct Final Action Notice.

Start dates are not required for either the Notice of Intent to Partially Delete (NOIPD) or the Partial NPL Deletion actions. The completion of the NOIPD action signifies the start of the partial deletion action.

HQ will enter the Partial Deletion and the Notice of Intent to Partially Delete from the NPL actions and the completion dates into [CERCLIS](#).

For more detailed information, see OSWER Directive 9320.2-09A-P, "Close Out Procedures for National Priorities List Sites."

Changes in Definition FY 04/05 - FY 06/07:

None

Special Planning/Reporting Requirements:

Partial NPL deletions are tracked separately from final NPL deletions (Action Name = Deletion from NPL). Partial site deletions will be entered by HQ if a portion, or portions, of the release remain listed on the NPL following completion of the partial deletion.

Partial deletions will only be coded at specific Operable Units (OUs) when a single OU is subject to the partial deletion and the particular OU is specified in the Notice of Intent to Partially Delete in the *Federal Register*. Partial deletion actions that address multiple OUs or areas that do not directly correspond to a specific OU will be coded at OU00 (sitewide).

A site deletion (Action Name = Deletion from NPL) will be entered by HQ if the deletion activity addresses all remaining releases listed on the NPL (either as a one-time deletion action for the entire site as originally listed, or as the last deletion activity associated with a site subject to previous partial deletions). This is a program measure.

y. Federal Facility Final NPL Deletion

Definition:

With State concurrence, EPA may delete sites from the NPL when it determines that no further response is appropriate under CERCLA. In making that determination, EPA considers:

- Whether responsible or other parties have implemented all appropriate and required response actions;
- Whether all appropriate Fund-financed responses under CERCLA have been implemented and EPA has determined that no further cleanup by responsible parties is appropriate; or
- Whether the release of hazardous substances poses no significant threat to the public health, welfare or the environment, thereby eliminating the need for remedial action.

EPA will consider deleting the entire site or portions of sites from NPL, as appropriate. EPA will consider partial deletion for portions of sites when no further response is appropriate for that portion of the site. Such portions may be a defined geological unit of the site, or may be a specific medium at the site. If a decision does cover the remaining release listed on the NPL, the action should be treated as a Final NPL Deletion. State concurrence is required for any deletion.

Definition of Accomplishment:

The deletion process for the entire site [Action Name = Notice of Intent to Delete from the NPL] starts (Actual Start) when a Notice of Intent to Delete is published for the *Federal Register*. If the Direct Final Process is used, the process begins when the Direct Final Action Notice is published in the Federal Register [Action Name = Notice of Intent to Delete].

The deletion process for the entire site [Action Name = Deletion from the NPL] is complete (Actual Complete) when the Notice of Deletion is published in the *Federal Register*. If the Direct Final Process is used and the comment period has ended with no adverse comments, the actual completion (Actual Complete) is the effective date of deletion specified in the Direct Final Action Notice.

Start dates are not required for either the Notice of Intent to Delete (NOID) or the Deletion from the NPL actions. The completion of the NOID action signifies the start of the deletion action.

Changes in Definition FY 04/05 - FY 06/07:

None

Special Planning/Reporting Requirements:

The Action, Final Deletion from the NPL, will be used whether deletion is accomplished through the Notice of Deletion or the Direct Final Action Notice. When the Notice of Deletion is published or the date of deletion is effective, HQ will change the NPL Status in CERCLIS to "Deleted from Final NPL." This is a program measure.

z. Federal Facility Five-Year Reviews

Definition:

Five-year reviews are intended to evaluate whether the response action implemented at an NPL site remains protective of human health and the environment, is functioning as designed, and necessary operation and maintenance is being performed. At a minimum of every five years, EPA, or the lead federal agency, conducts a statutory review of any site at which a post-SARA remedy, upon attainment of cleanup levels specified in the ROD, will not allow unlimited use and unrestricted exposure. EPA, or the lead federal agency, conducts policy reviews at sites where remedial actions will take longer than five years to complete, and sites with pre-SARA remedies at which the cleanup levels do not allow unlimited use and unrestricted exposure. EPA, or the lead federal agency, may conduct five-year reviews at its discretion for other sites.

Definition of Accomplishment:

Federal Facility Five-Year Review Starts - Credit is given for a five-year review start when EPA approves the five-year review work plan submitted by the other federal agency, or when the Federal facility actually starts the review or submits the draft document for review, as outlined in the ROD or IAG. The actual start date (Actual Start) for the five-year review (Action Name = FF FYR) must be entered into [CERCLIS](#). There are multiple triggers for five-year reviews. Please reference policy to select the appropriate method for calculating the five-year review date.

Federal Facility Five-Year Review Planned Completions - The FF FYR planned completion date and the report due (SubAction Name = FYR Report Due) date are system generated based on the Five-year review type entered at the time of ROD completion.

Statutory: The FF FYR and FYR Report Due planned completion date fields are populated for five years after the Federal facility RA action planned start date. Both the FF FYR planned completion date and the FYR Report Due planned completion date will be updated by the system based on changes to the planned or actual start dates for triggering FF RA action. The FF FYR planned completion date will be editable. The FYR Report Due planned completion date will be greyed out and uneditable and will be locked once the actual start date for the FF RA is entered.

Policy: The FF FYR and FYR Report Due planned completion dates are populated for five years after the PCOR or FCOR planned completion date. Both the FF FYR planned completion date and the FYR Report Due planned completion date will be updated by the system based on changes to the planned or actual completion dates for the triggering PCOR or FCOR. The FF FYR planned completion date will be editable. The FYR Report Due planned completion date will be greyed out and un-editable and will be locked once the actual completion date of the PCOR or FCOR is entered.

Federal Facility Five-Year Review Actual Completions - The five-year review is complete on the date the designated Regional official either signs the five-year review report stating whether the remedy is, or is not, protective of human health and the environment, or has concurred on the five year review report, or has made their own protectiveness determination. The actual completion date (Actual Complete) for the five-year review (Action Name = FF FYR) must be entered into [CERCLIS](#). Situations do occur where multiple NPL sites are covered under a single five-year review report. In these situations the date of the report will be used to signify the completion of the five-year review for each of the NPL sites.

Five-Year Review Addendum Subaction, Planned Completion Date – The five-year review addendum (Subaction name = FYR Addendum) planned completion date is system generated based on the date entered into the five-year review protectiveness determination tab in the “Planned Date of Addendum” text box for sites that have a “Protectiveness Deferred” OU-specific or sitewide determination. The five-year review addendum planned completion date will be editable.

Five-Year Review Addendum Subaction, Actual Completion Date – The five-year review addendum is complete on the date the designated regional official signs the five-year review addendum stating a new protectiveness

determination of all remedies that have deferred protectiveness determinations. The actual completion date (actual completion) for the five-year review addendum subaction must be entered into National CERCLIS.

Changes in Definition FY 04/05 - FY 06/07:

None.

Special Planning/Reporting Requirements:

Five-year Review Completes is a program target. Five-year review completes must be planned and reported site-specifically (Action Name = FF FYR) in CERCLIS. The trigger for a statutory five-year review is the actual start date of the FF RA Start.

A new five-year review module was implemented in National CERCLIS on June 26, 2006. While the data that is being captured is the same, there are several noticeable differences.

In National CERCLIS there is now:

- A five-year review addendum subaction for completed reviews with protectiveness deferred statements,
- The ability to add a new five-year review through the project schedule,
- No ROD data association,
- The ability to update a trigger on a planned five-year review,
- The ability to modify the five-year review type on a planned review,
- The ability to associate issues/recommendations with the correct OU and response action,
- The ability to enter/track more than one five-year review with multiple OUs,
- The Comment tab will be used to provide information on the review status of the report. Comments on draft five-year review reports and delivery dates of draft and final reports can also be added to the Comment tab.
- Required five-year review information that must be entered for Federal facility sites in order to receive SCAP credit:

- Five-year review completion date

- Protectiveness determination

- Protectiveness statement

- Generate next five-year review (select 'No' if no further reviews are necessary)

- Issues and recommendations (everything on the "Add/Edit/Delete/Issue/Recommendation" window is required except for the text boxes on the right hand side, as they are only required when 'other' is selected, and the "Status Comment" box is optional). If the protectiveness statement is anything less than 'Protective,' then the five-year review must have a recommendation. However, if 'Protective' is selected then a recommendation is not required.

D.B.4. Community Involvement Definitions

The following section contains Community Involvement requirements for Federal facilities . Community Involvement requirements for non-Federal facility sites are included in Appendix H.

a. Restoration Advisory Boards (RABs)/Site-Specific Advisory Boards (SSABs)**Definition:**

Site-Specific Advisory Boards (SSABs) are a forum for experts and concerned stakeholders to provide advice and recommendations on DOE's Environmental Management strategic decisions. Restoration Advisory Boards (RABs) provide a forum through which members of nearby communities can provide input to DoD's environmental restoration program.

RABs and SSABs complement other community involvement activities, such as public meetings, mailings, and local information repositories.

Definition of Accomplishment:

RAB/SSAB Start (Established) Date: The actual start date of the RAB/SSAB is defined as the actual start date (Actual Start) of the initial RAB/SSAB information meeting (SubAction Name = Site-Specific Advisory Board Meeting or SubAction Name = Restoration Advisory Board Meeting).

RAB Completion (Adjourned) Date: The actual completion (Actual Complete) date of the 'Restoration Advisory Board' (SubAction Name = Restoration Advisory Board) is the date the RAB is adjourned by DoD (SubAction Name = Restoration Advisory Board).

SSAB Completion (Terminated) Date: The actual completion (Actual Complete) date of the 'Site-Specific Advisory Board' (SubAction Name = Site-Specific Advisory Board) is the date the SSAB is terminated by the Secretary of Energy (SubAction Name = Site-Specific Advisory Board).

Changes in Definition FY 04/05 - FY 06/07:

None.

Special Planning/Reporting Requirements:

This is a program measure. The data management approach for tracking the adjournment of RABs and the termination of SSABs is still under development. Site Specific Advisory Board Meeting and Restoration Advisory Board Meeting are valid SubActions under Federal Facility Community Relations.

b. Technical Assistance Grants (TAGs)**Definition:**

The Superfund Amendments and Reauthorization Act of 1986 (SARA) established the TAG program to provide technical assistance to eligible communities. This technical assistance allows communities to improve the decision making process at their sites.

Definition of Accomplishment:

The start of the TAG (Action Name = Technical Assistance Grant) is the date the award document is signed by the regional award official. For Superfund programmatic purposes, the completion of the TAG is the ending date of the budget and project period as documented in the award document; as documented in the one year extension document; as documented in a time period extension document; or as documented in other documents, such as a memo to the file prepared by the TAG coordinator to document these decisions. The planned or actual completion date in CERCLIS (whichever is applicable) must be changed to reflect the date of the most recent source document, e.g., award document,

one-year extension document, memo to the file, etc. These definitions may be applied to all historical CERCLIS data, including data prior to FY 89, which is the first fiscal year TAG appeared in the SPIM. In addition, the TAG completion definitions from previous years may also be used for TAGs completed within those years.

Changes in Definition FY04/05 - FY06/07:

None.

Special Planning/Reporting Requirements:

TAG is a program measure. Planned start and completion dates are required in [CERCLIS](#). Funds may be planned site-or non-site specifically; however, they must be obligated site specifically. Funds for TAGs at Federal facility sites are contained in the Federal facility budget and found in the Federal facility AOA.

c. Technical Outreach Services for Communities (TOSC)

Definition:

TOSC provides independent scientific and technical assistance to communities dealing with hazardous substance contamination questions. TOSC provides information and education to empower communities with an understanding of technical issues to more effectively participate in environmental decisions. TOSC is a service of the University-based Hazardous Substance Research Centers (HSRCs) which are, in part, supported by grants from EPA.

Definition of Accomplishment:

The start of a TOSC is the date when the MOU (Memorandum of Understanding) is signed, which is the date of the commitment between the community and the HSRCs. The date the MOU is signed should be reported in [CERCLIS](#) as the actual start date (Actual Start) of the TOSC (Action Name = Technical Outreach Services to Communities).

Changes in Definition FY 04/05 - FY 06/07:

None

Special Planning/Reporting Requirements:

The region must indicate on the Community Organizations Information screen that the organization is a TOSC recipient. This is a program measure.

d. Sites with Acres Ready for Reuse

Note:

[Guidance for implementing the new Cross-Program Revitalization Measures \(CPRM\) across OSWER cleanup programs will result in substantial changes to this portion of the SPIM, including a change in terminology \(e.g., “acres ready for reuse” will no longer be used\). OSWER is planning to issue this new CPRM guidance by October 1, 2006. Additional program-specific guidance for implementing the new measures at Federal facilities will soon follow.](#)

Definition:

[At present, the Superfund Federal Facilities Program defines “acres ready for reuse” as an estimate of the total land area, reported in acres, that EPA has deemed suitable for its intended use via EPA’s involvement in 1\) a property transfer or lease action at a Federal facility, and 2\) a cleanup action at a non-BRAC Federal facility \(Please also refer to sections D.B.3.a. Base Closure Decisions, and section D.B.3.b. Non-BRAC Property Actions\).](#)

Definition of Accomplishment:

Regions will report the acres ready for reuse [on the date when the Agency has documentation which demonstrates EPA’s concurrence on:](#)

- Finding of Suitability to Transfer
- Finding of Suitability to Early Transfer
- Finding of Suitability to Lease

- Other property transfer document on which EPA provided concurrence and/or confirmatory comments
- Cleanup decision document (e.g., ROD, PCOR) for a non-BRAC Federal facility

Changes in Definition FY 04/05 - FY 06/07:

None.

Special Planning/Reporting Requirements:

This is a GPRA Annual Performance Measure. It includes NPL Federal facilities and non-NPL Federal facilities where EPA has a role, and NPL and non-NPL Federal facilities where a non-time critical removal has been conducted per EPA's involvement. At Federal facilities, Regions will report only the *total number of acres* that are ready for reuse. The total number of acres at Federal facilities will continue to be entered on the FOST or FOSL and the SCAP Information screens. Headquarters will use this information to calculate the total acres of land ready for reuse. The completion and start dates for these Actions are defined in other sections of the SPIM.

D.C. SUBJECT MATTER EXPERTS

Exhibit D.3. identifies the subject matter experts for Appendix D: Federal Facility Response.

EXHIBIT D.5. SUBJECT MATTER EXPERTS

Subject Matter Experts	Subject Area	Phone #	E-Mail
Marie Bell	Budget Execution	(703) 603-0050	bell.marie@epa.gov
Tencil Coffee	Budget Planning	(703) 603-0053	coffee.hortensia@epa.gov
<u>Aimee Storm</u>	<u>Community Involvement/ Redevelopment</u>	<u>(703) 603-0055</u>	storm.aimee@epa.gov
Brendan Roache	Federal Facility Response	(703) 603-8704	roache.brendan@epa.gov
<u>Trina Martynowicz</u>	Federal Facility Measures	(703) 603- <u>0720</u>	martynowicz.trina@epa.gov
Allison Abernathy	ICs/Disputes	(703) 603-0052	abernathy.allison@epa.gov
Timothy Mott	RODs	(703) 603-8807	mott.timothy@epa.gov

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